User Manual

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1 About MetroNet

Security

Metrofile issues a userID and password to clients subscribing to this service. In addition, as you enter your userID and password, it is encrypted as a secret code (Secret Socket Layers) for its virtual journey between MetroNet and the relevant Metrofile Server. An encrypted password is virtually illegible and indecipherable once entered into. This is made possible by utilizing SSL transactions.

Retrieval Requests

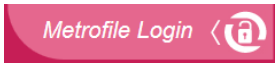
Processing of retrieval requests either at Box or File level is made easy by utilizing the various search engines to navigate through the required information to find the specific document required. A number of different delivery options are made available depending on the requirements. A user is able to trace the progress of retrieval until the document is delivered. All information viewed is real time thus giving the user accurate and dependable information at all times. Email confirmation is received for all requests.

Images of documents

A user has the option when subscribing to this service to be notified via email that the images are available on MetroNet to be viewed or downloaded. The aim of this service is to process image requests on behalf of the client as and when required rather than to image all documents that are being stored where over the life of the documents only a small percentage of these documents would ever be retrieved.

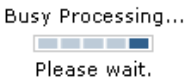
1.1 Overview Requirements

MetroNet was developed to offer existing clients options to add, view and request documents on-line. A unique addition to the services of Metrofile is the inclusion of images-on-line.

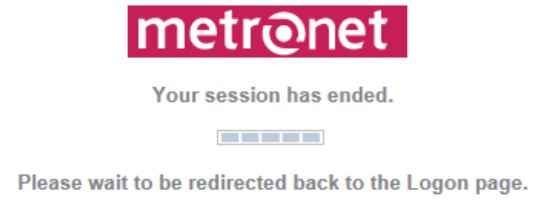


Log on to the Internet and type in the URL www.metrofile.co.za and press enter.

You will be present with the option to access MetroNet.



At all times while you are waiting for a response an indicator will be displayed

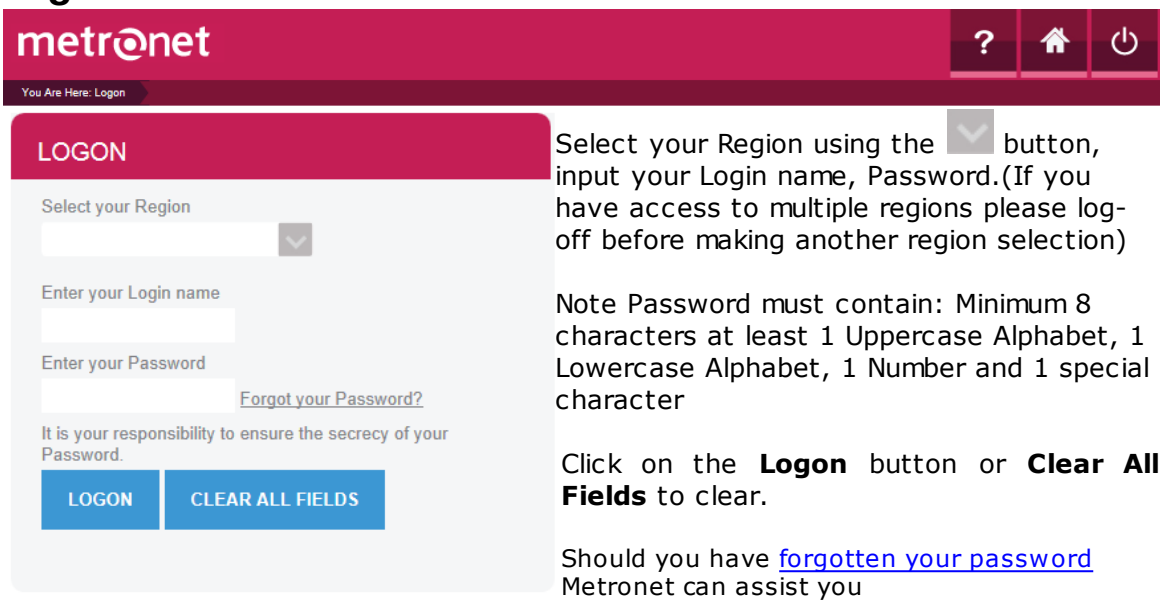


No activity once logged onto Metronet will result in the following message, and you will be taken back to the Logon prompt

If an order number is required by your company for any service provided by Metrofile
please ensure that you have your order number on hand before you log onto the MetroNet site

If you are capturing boxes/files obtain the required labels from your Metrofile Executive.

2 Logon



Select your Region using the button, input your Login name, Password.(If you have access to multiple regions please log-off before making another region selection)

Note Password must contain: Minimum 8 characters at least 1 Uppercase Alphabet, 1 Lowercase Alphabet, 1 Number and 1 special character

Click on the **Logon** button or **Clear All Fields** to clear.

Should you have forgotten your password Metronet can assist you

If the system is under going maintenance a warning is displayed when attempting to logon.

The system is undergoing maintenance and is not available. Please try again later.

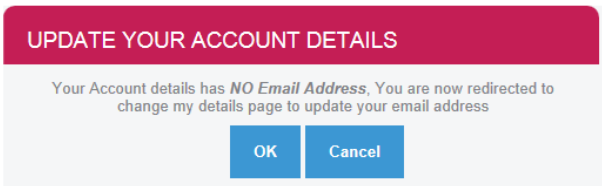
Authority Code has expired please contact your service provider

Access Denied. Invalid Logon Details!

User has a maximum of 4 attempts before the account will be locked.

Access Denied. User account locked out. Please contact your system support.

If your account has no email address configured in order to receive confirmation of request the following prompt will appear


UPDATE YOUR ACCOUNT DETAILS
Your Account details has NO Email Address, You are now redirected to change my details page to update your email address
OK
Cancel

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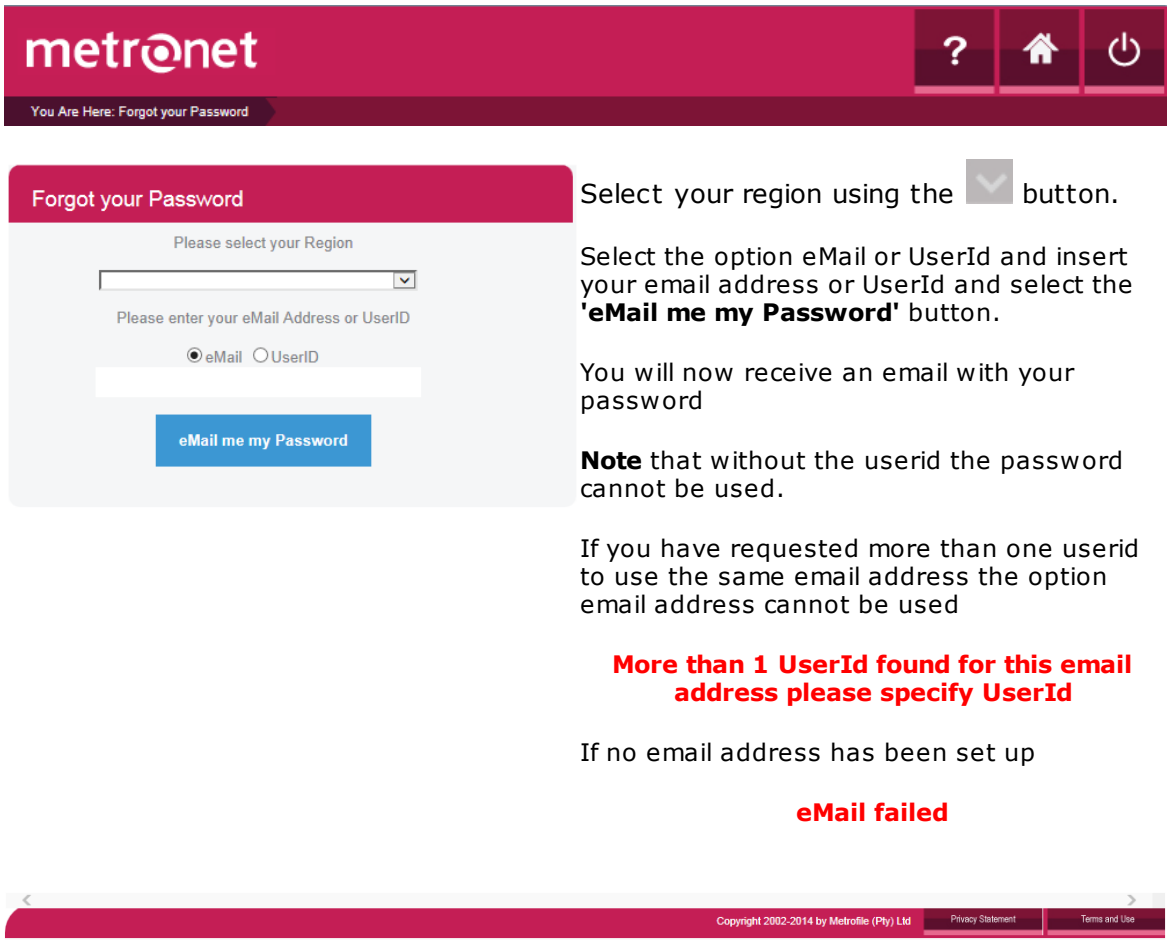
2.1 Forgot your Password



Select your region using the button.

Select the option eMail or UserId and insert your email address or UserId and select the **'eMail me my Password'** button.

You will now receive an email with your password

Note that without the userid the password cannot be used.

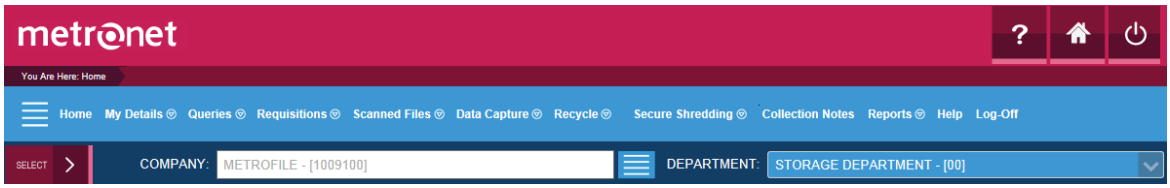
If you have requested more than one userid to use the same email address the option email address cannot be used

More than 1 UserId found for this email address please specify UserId

If no email address has been set up

eMail failed

3 Home



If the logged on user has access to multiple companies and departments, these can be accessed via the

& buttons.

Request can be processed against multiple departments into one requisition basket.

Before making your selection from the menu options select > company: and department you wish to work with.

Note that the company and associated departments sort order can be customized using My Details.

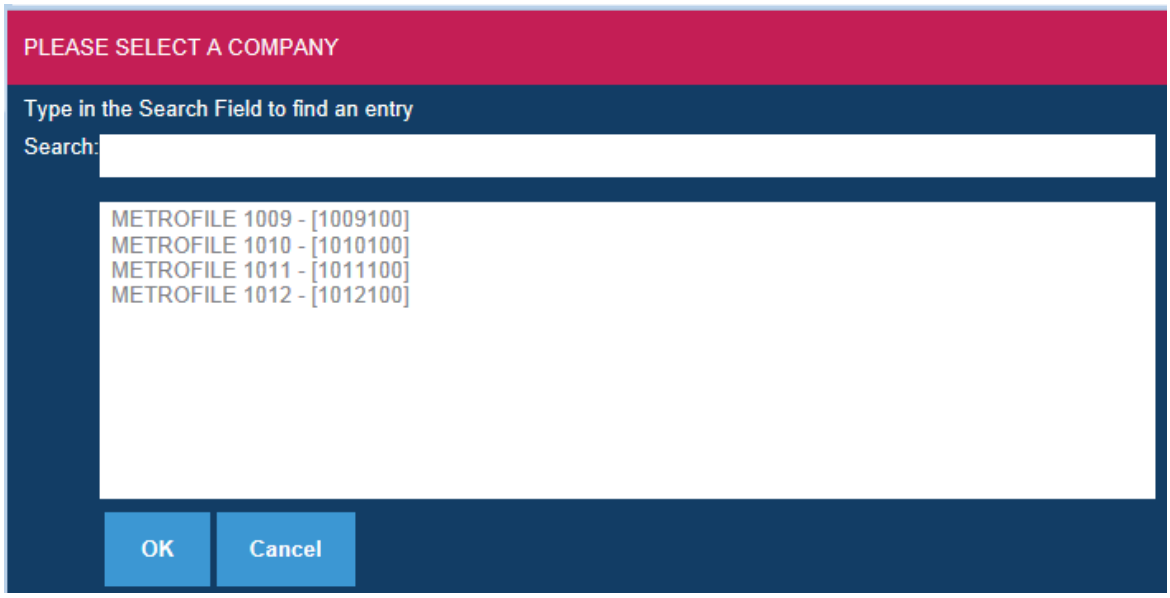
3.1 Select Company

By default based on your sort parameters you have selected using 'My Details' the first account which you have been granted access to is displayed to change to an alternative account select the button and the list of account are displayed

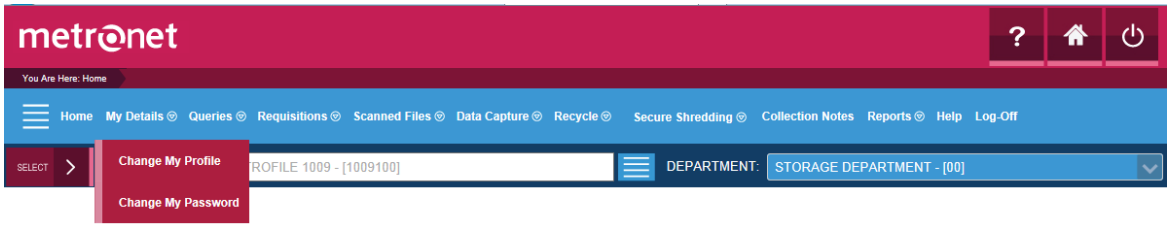
To search type in the first numeric's of the account number or letters of the company name and it will be located in the list or click on account your require followed by the **OK** button or **Cancel** to use the default account.

To clear select the button.

Note: Please wait for the departments associated with your selection to load.

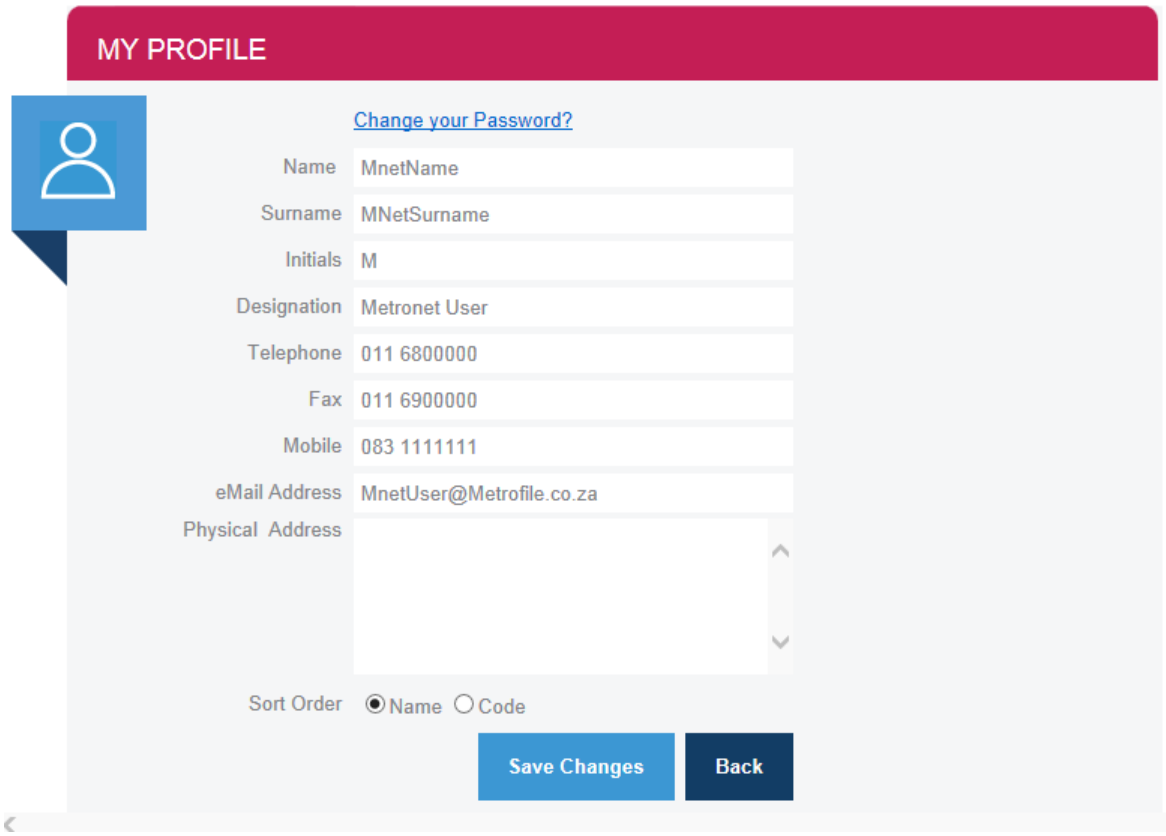


3.2 My Details



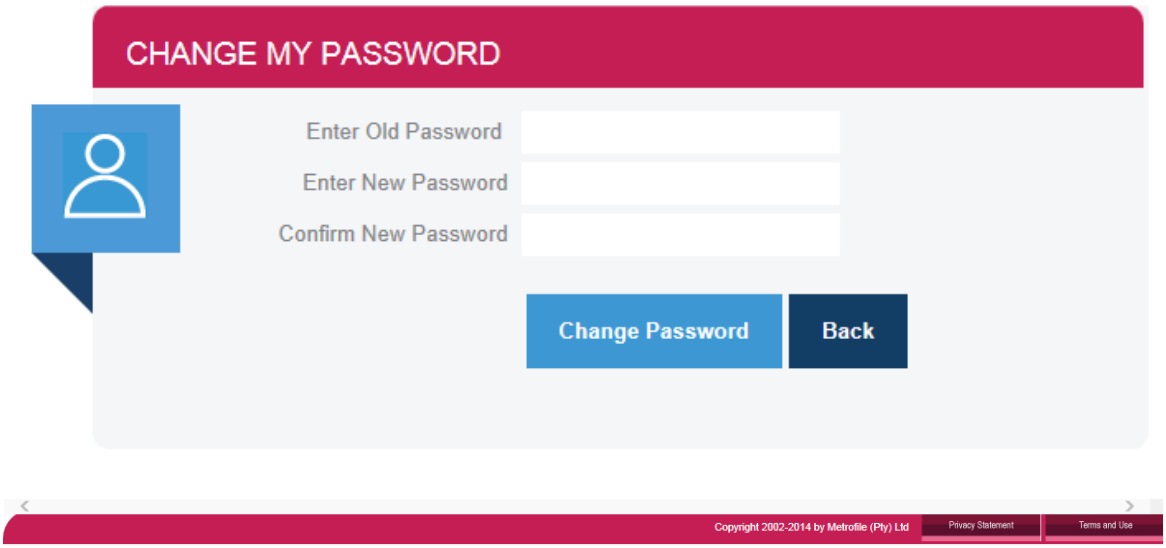
This option allows you to change any of your details, or change your password?

You will be required to complete any blank fields '*' will appear when you attempt to **save changes**.

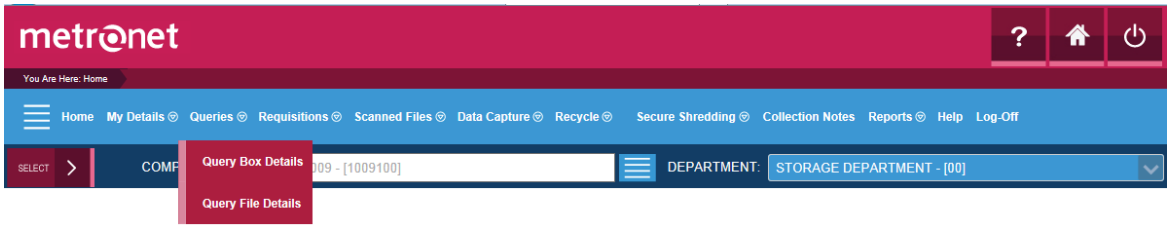


The **sort order** of Name or Code of accounts which user has access to and as seen in the menu option select company, can be changed using this option.

Select the option 'Change your Password' by inserting the existing password followed by the new password to ensure accuracy you will be required to confirm your new password, select the **Change Password** button or **back** button to cancel.



3.3 Queries


metronet
You Are Here: Home
Home
My Details
Queries
Requisitions
Scanned Files
Data Capture
Recycle
Secure Shredding
Collection Notes
Reports
Help
Log-Off
SELECT
COMP
Query Box Details
Query File Details
009 - [1009100]
DEPARTMENT:
STORAGE DEPARTMENT - [00]

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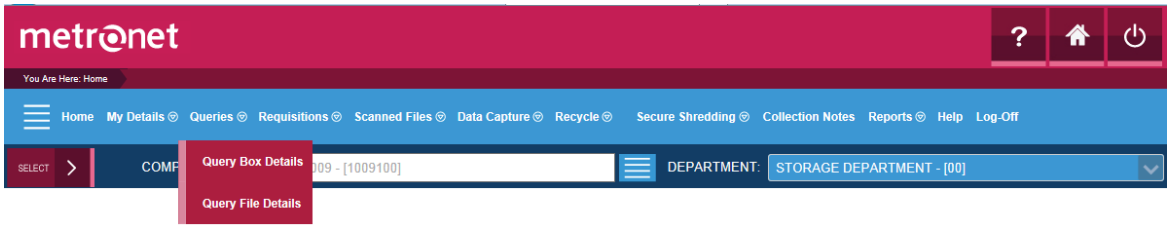
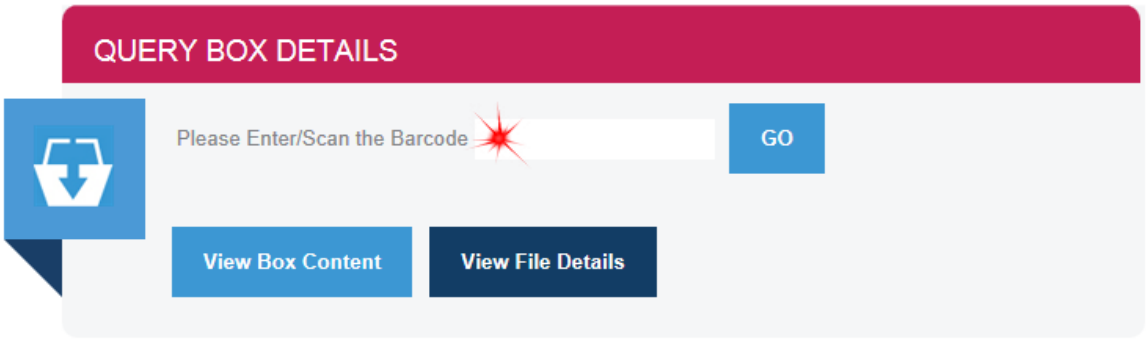
3.3.1 Box Status

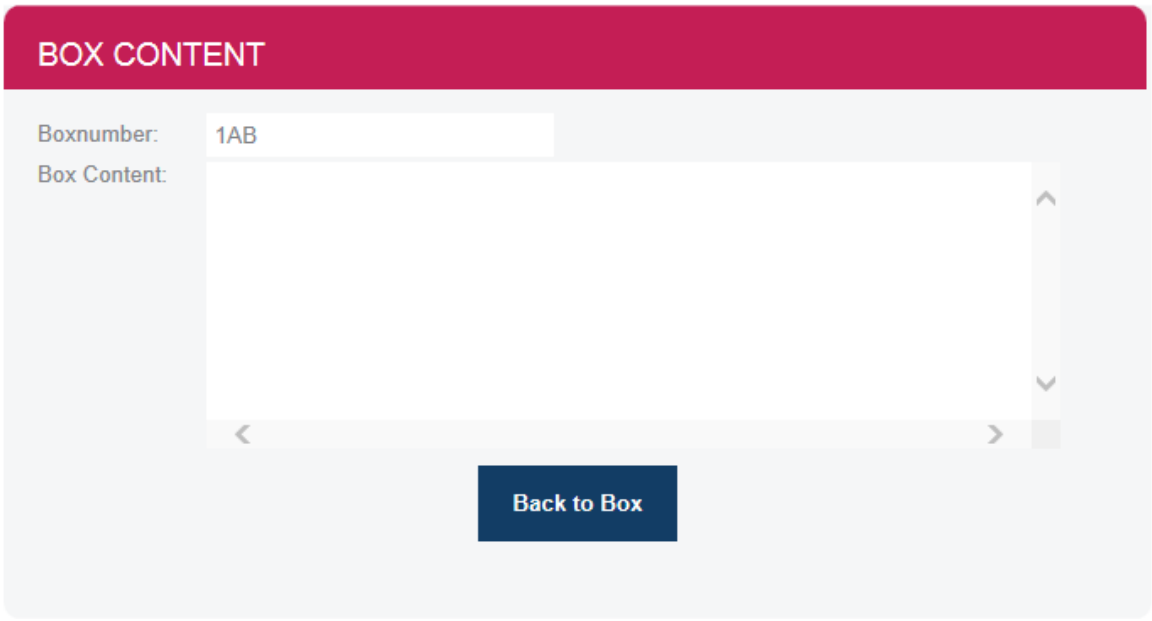




Enter/Scan the barcode of the box number and click on **GO**. to clear select the button. OR
Enter/Scan the barcode of the box number and click on **View Box Contents or View File Details.**

A box status screen will open with the following information:

To view meta data at box content level select the **View Box Content button**.

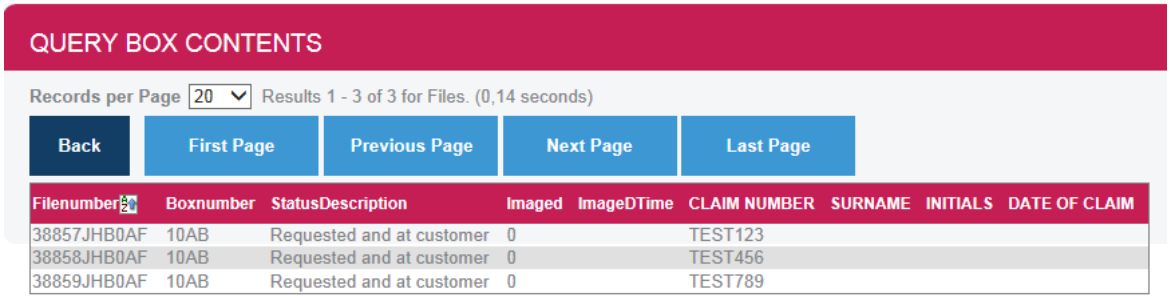


Select **Back to Box** to return to box query window.

If the box has been cataloged at box level the box description is displayed and the fields of captured information, and the number of files will be zero.

If however the box has been cataloged at file level the number of files are displayed.

View File Details option will display the files captured against the box



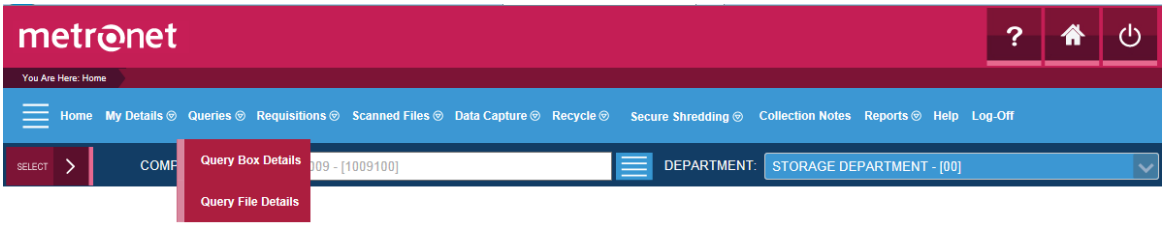
The number of Records per Page 10,20,50,100 can be selected based on the results.

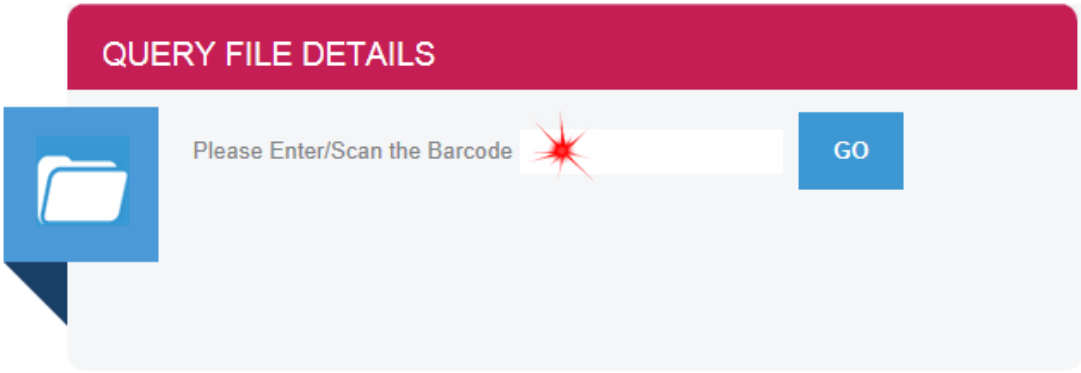
When the results are greater than records per page selected the 'Page' options become active.

The results can be sorted by clicking on the column heading the following acceding and descending buttons will appear to change between options click a second time on column heading.

Select **Back** to return to box query window

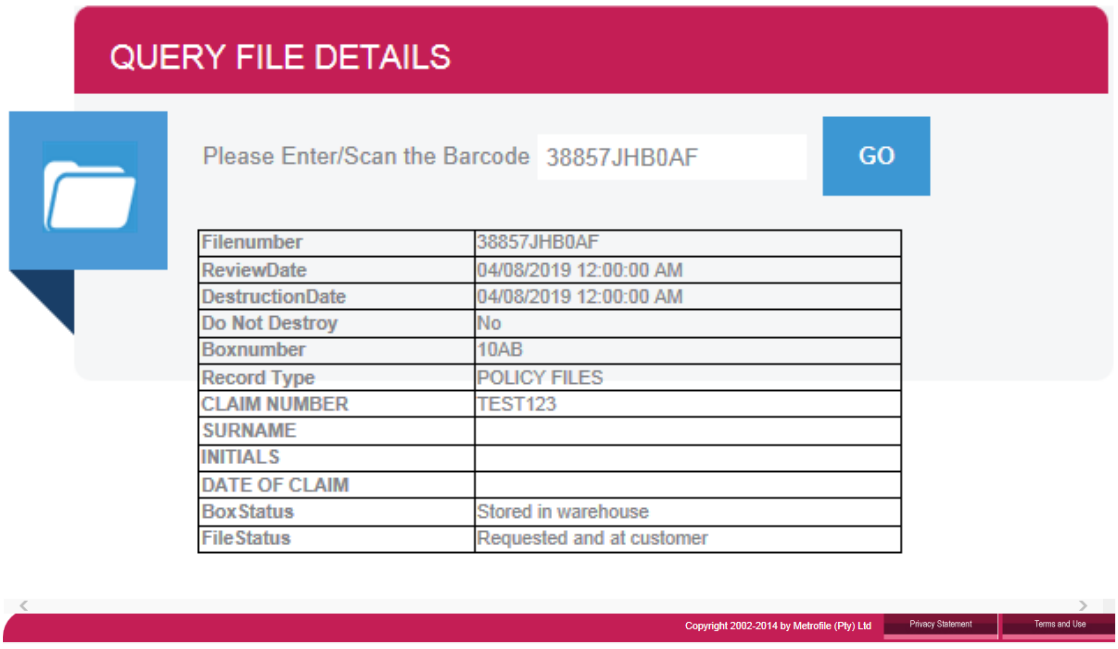
3.3.2 File Status





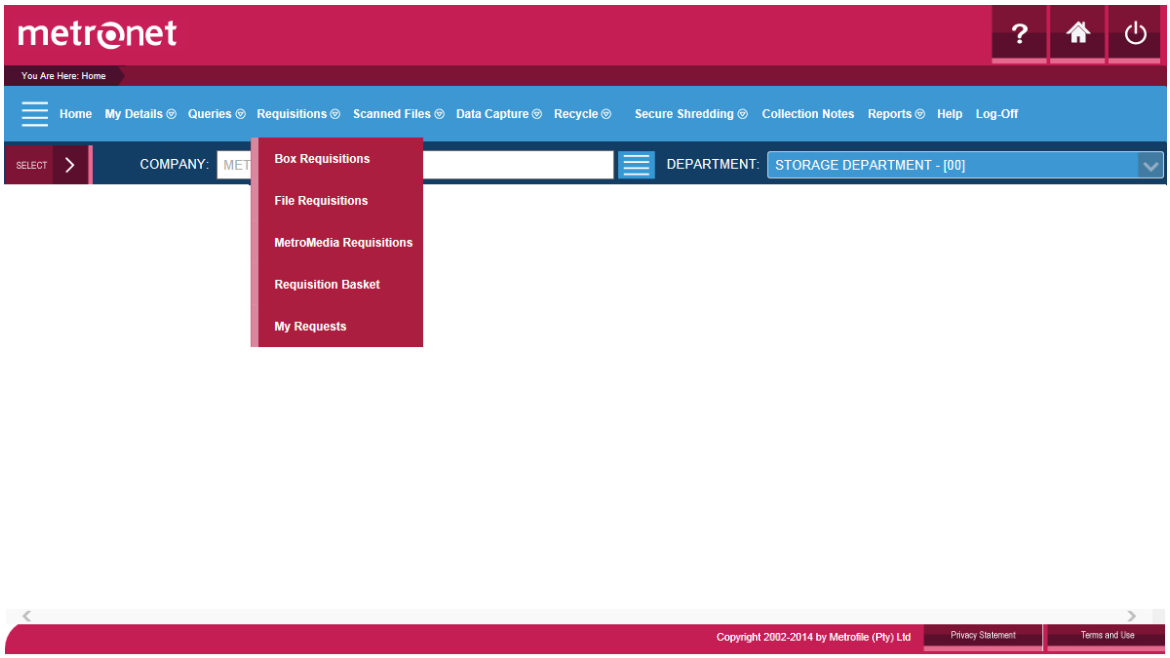
Enter/Scan the barcode of file number and click on **GO**.to clear select the button. OR

The file status screen will open with the following information:
Box Number to which the file has been cataloged
Record Type and the fields of capture with the cataloged information.
Current Box Status
Current File Status

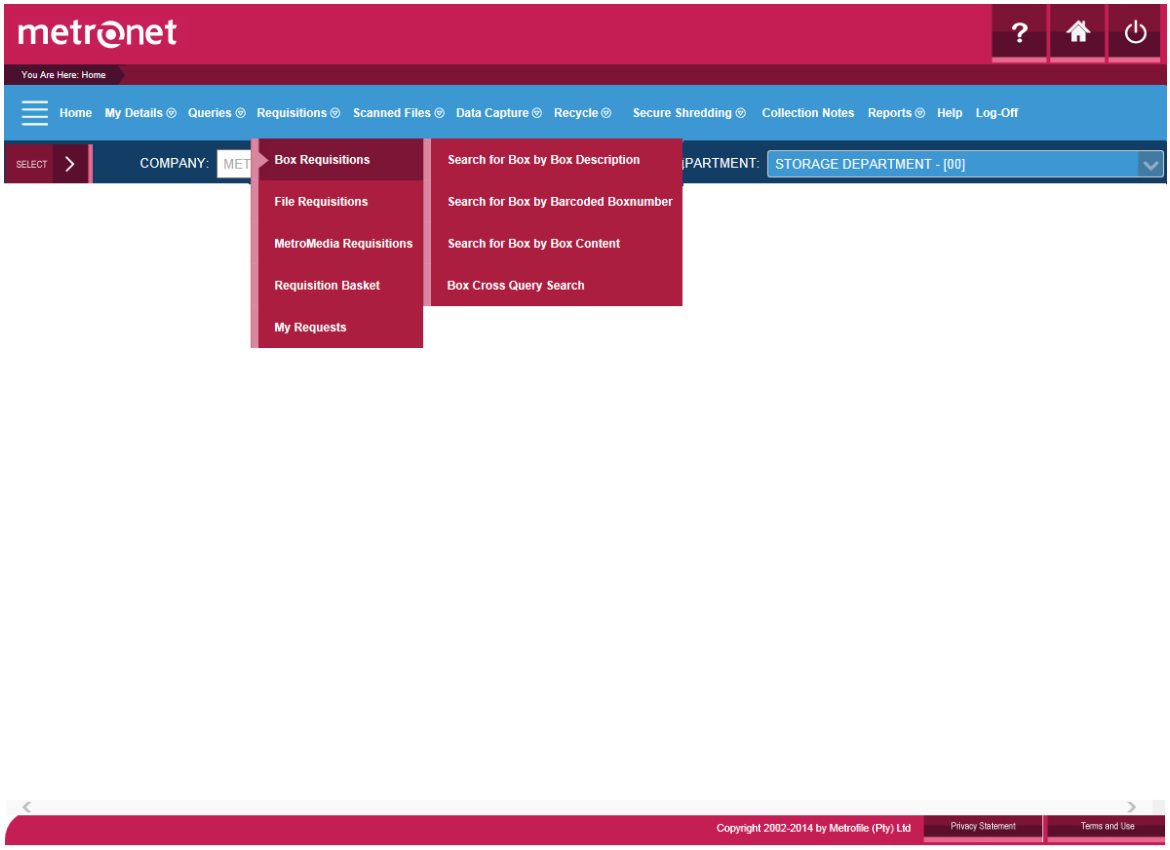


3.4 Requisitions

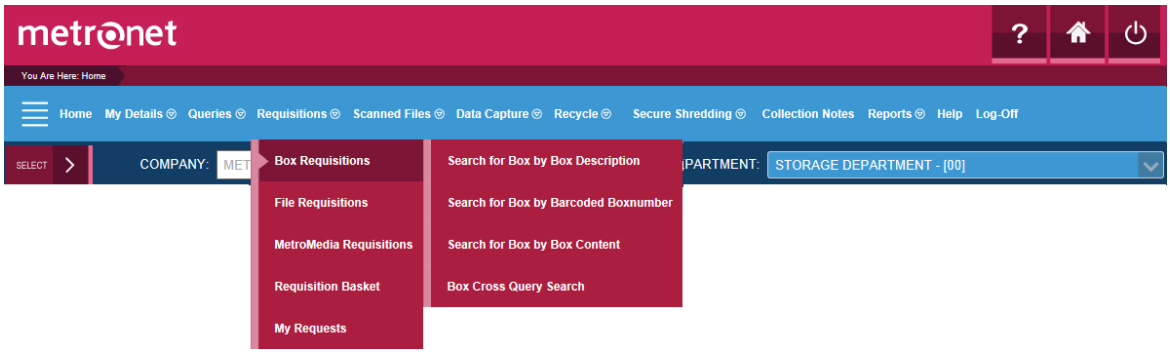
Please Note : Security option is available for those permitted to Process Requests
Email Confirmation will be received for All Requests

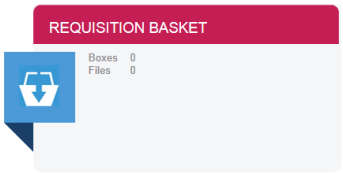


3.4.1 Box Requisitions



3.4.1.1 Search for Box by Box Description





Requisition Basket is always display when returning to the search options, this allows the user to see what has been selected for requisition when searching across various documents. to access the requisition basket select the menu option.

Display results in a Tree, group order number must be defined in order to build the tree view.

Use partial searching is by default not selected, check the option to use.

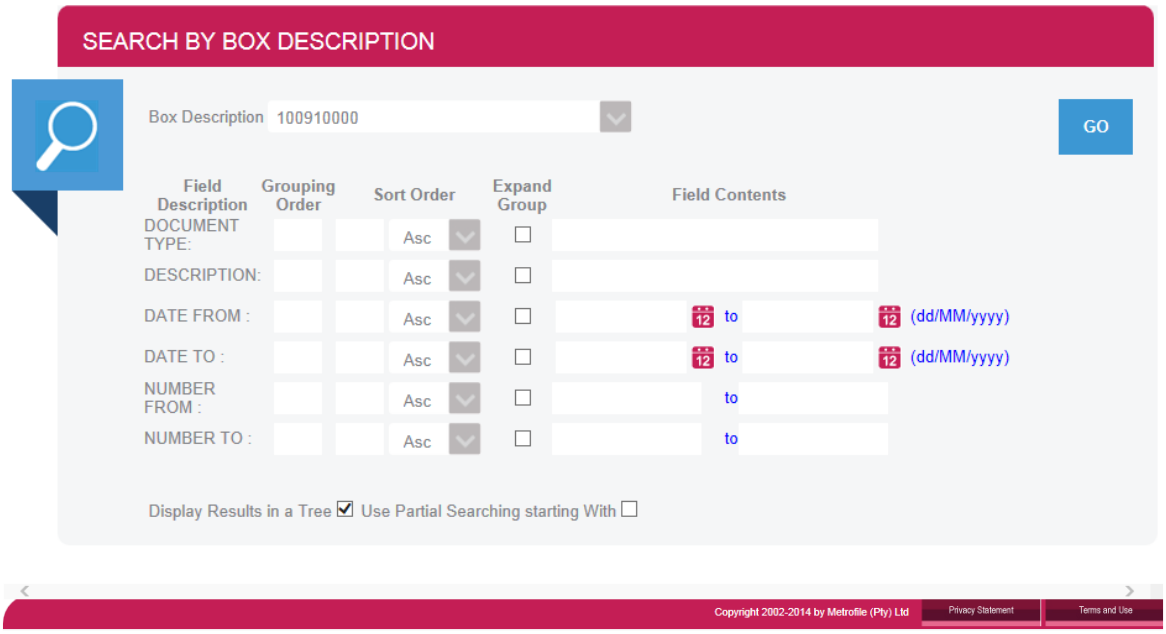
Displaying the results of your search:

- Grouping Order: is specified by inserting a numeric value in ascending order for the sequence in which the user would like the folder tree view to be built. When numeric sort order is defined the grouping order is disabled on the specified field.
- Sort Order is specified by inserting a numeric value and option of ascending or descending for the sequence in which the user would like results displayed. When grouping order is defined the numeric sort order is disabled on the specified field.
- Expand Group: by default all groups are collapsed in the tree view if you wish to expand the tree view for a selected group check the box.

If the **GO** button is selected after the box description with no further information input, you will be prompted to define a search criteria.

Where dates and numbers ranges are specified advanced searching takes place, use calendar options.

Select a Box Description from the button option and the required fields will be displayed , insert the information into the Field Contents, and select **GO**, search results are then displayed which will allow you to make your selection for request.

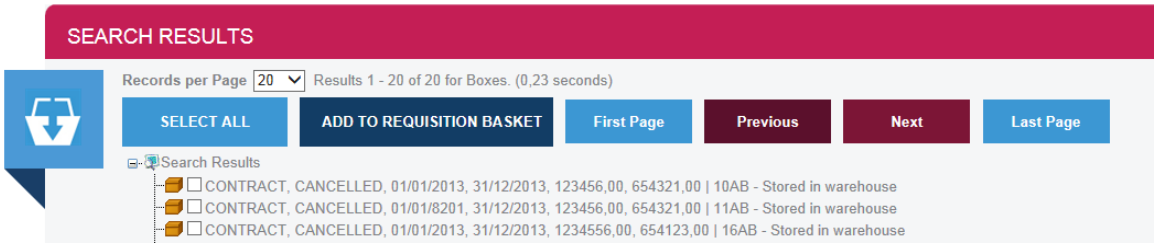


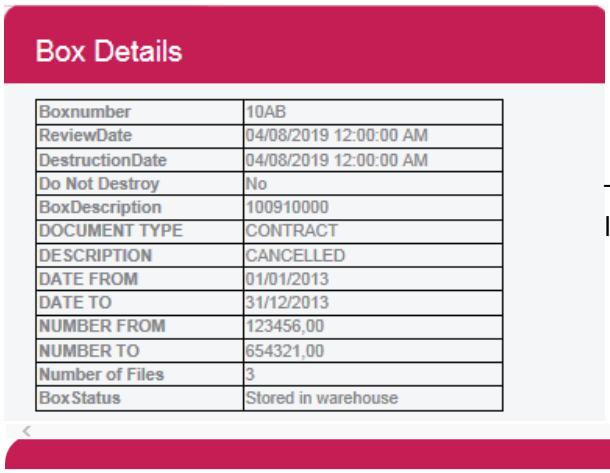
3.4.1.1.1 Search Results

Based on the options selected the results are displayed, note the current status, only boxes which are stored in warehouse
can be requested.

To request a box check the box provided or the **'Select All'** button can be used for multiple boxes, followed by
'Add to Requisition Basket' button, this will take you to the requisition basket.

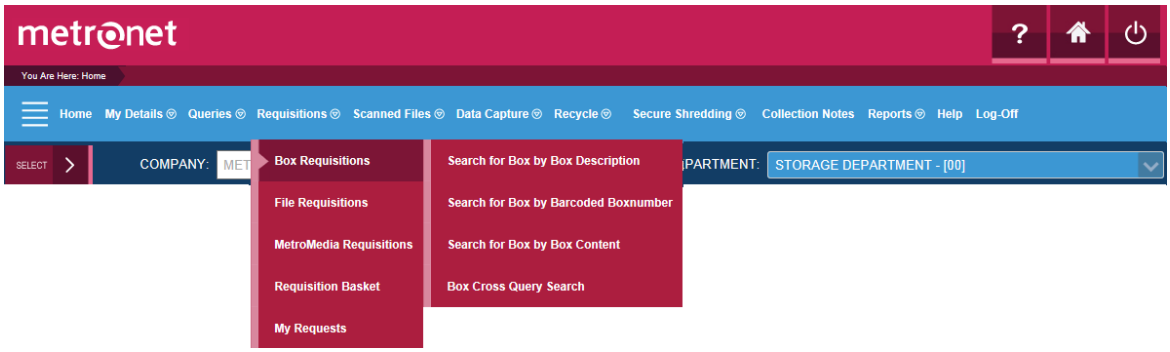
The number of Records per Page 10,20,50,100 can be selected based on the results.
When the results are greater than records per page selected the 'Page' options become active.


SEARCH RESULTS
Records per Page 20
Results 1 - 20 of 20 for Boxes. (0,23 seconds)
SELECT ALL
ADD TO REQUISITION BASKET
First Page
Previous
Next
Last Page
Search Results
CONTRACT, CANCELLED, 01/01/2013, 31/12/2013, 123456,00, 654321,00 | 10AB - Stored in warehouse
CONTRACT, CANCELLED, 01/01/8201, 31/12/2013, 123456,00, 654321,00 | 11AB - Stored in warehouse
CONTRACT, CANCELLED, 01/01/2013, 31/12/2013, 1234556,00, 654123,00 | 16AB - Stored in warehouse

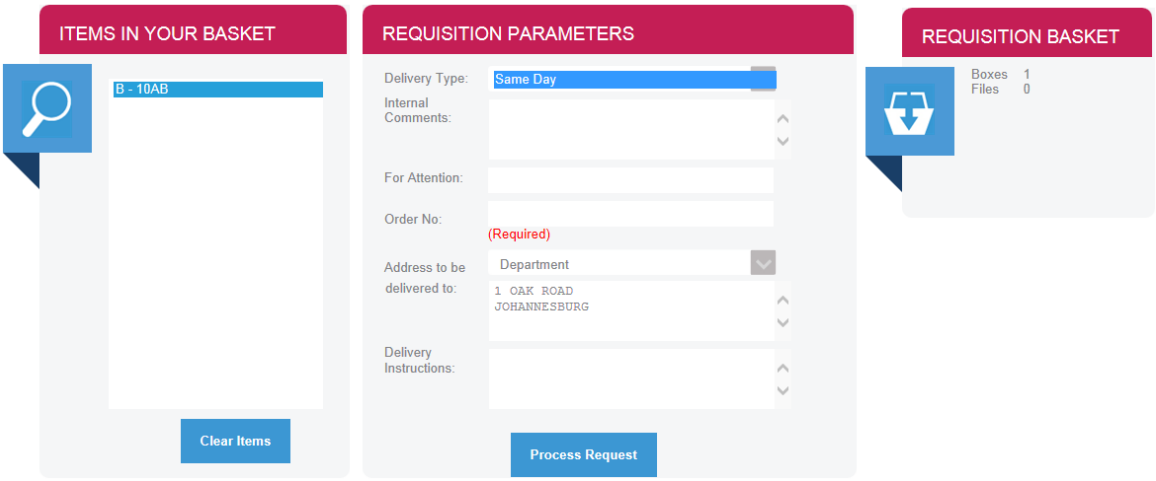


To view captured information click on the line item of search results.

3.4.1.1.2 Requisition Basket



Multiple combination of boxes and files can be searched and added to the requisition basket in one session, to achieve this select the required search option from the menu and continue to add to the requisition basket, if at any time during the searching you wish to view the selection select the requisition basket from the menu.



Select Delivery Type from the option: Note this is Required

Delivery Options which are available are:

Based on the clients settings the delivery types of 'Same Day' or 'Express and 'Next Day' or 'Shuttle' will be visible, Same Day and Express is only available until a specified time of day.

Collection - From Metrofile's premises
Express or Same Day - Delivery within 2hours of request
Shuttle or Next Day - Delivery within 4hours of request
Scan on Demand - Applicable to files requests.

Internal Comments: This information will be printed on the request at the Metrofile warehouse, does not appear on any delivery notes.

For Attention: Insert the name of the recipient to receive the requested documents.

Order No: Where required system will prompt and will not allow process to continue.

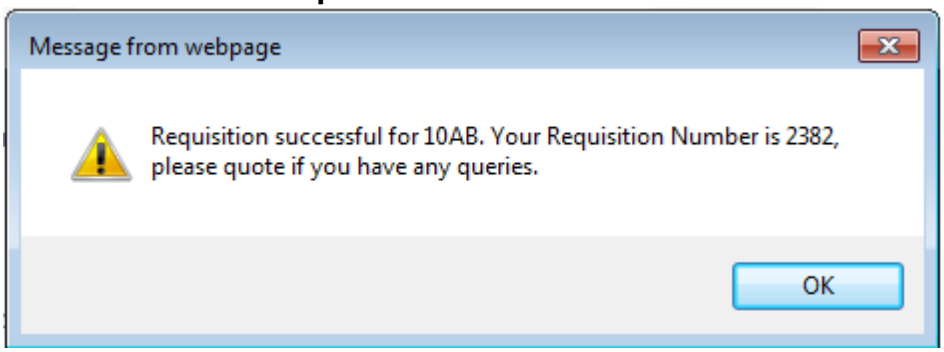
Address to be Delivered to: options available are Branch, Department or User select from the option:

Delivery Instructions: This information will be printed on the Delivery Note.

Should it be necessary to remove a selected box from the list select the requisition option from the menu, select the option used to search the number and remove the check box and then return to the requisition basket.

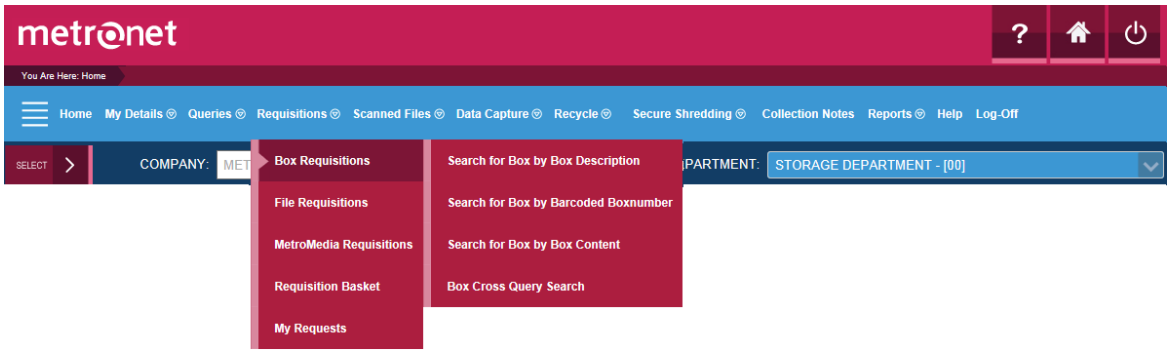
If you wish to cancel the requisition select the **clear items** button, this will clear all items selected.

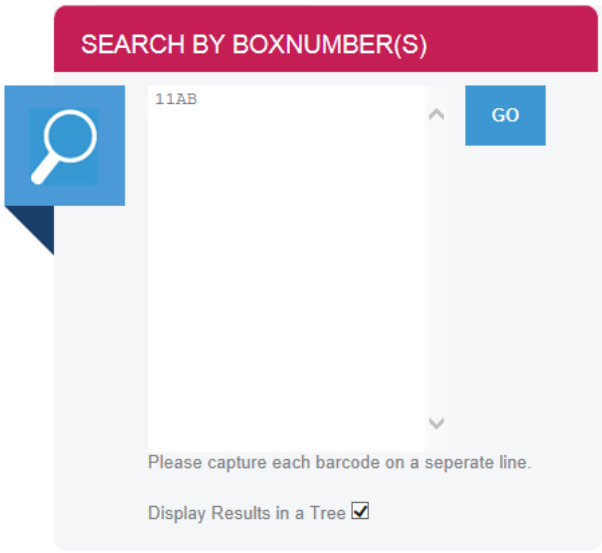
Select the **Process Request** button.


Message from webpage
Requisition successful for 10AB. Your Requisition Number is 2382, please quote if you have any queries.
OK

You will receive confirmation reference number(s) and email confirmation, quote number if you have any queries

3.4.1.2 Search for Box by Barcoded BoxNumber



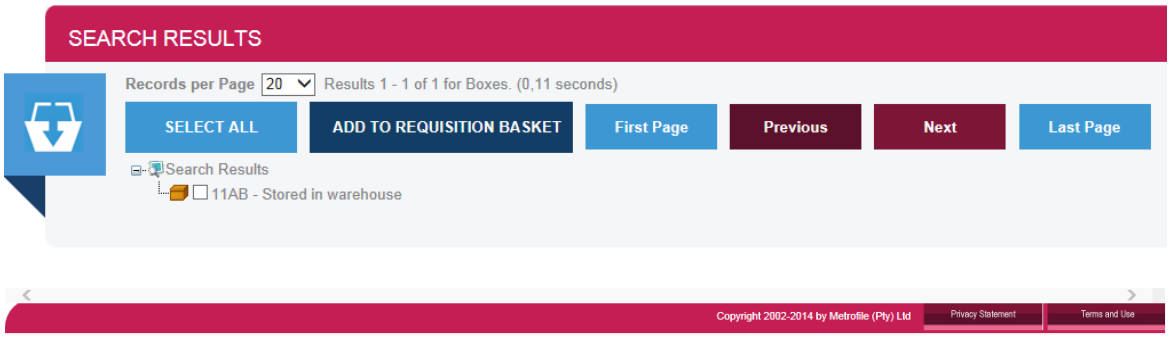


Insert the box number(s), one per line.

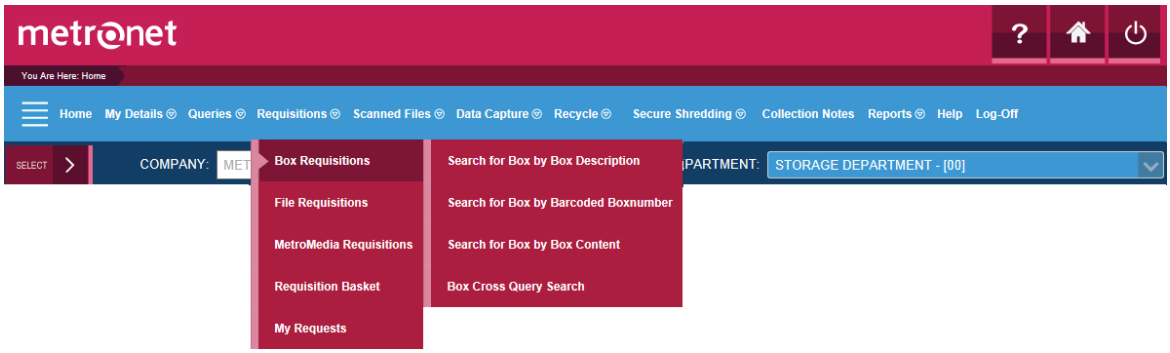
Display results in a Tree is by default selected

Select **GO**, search results are then displayed which will allow you to make your selection for request.

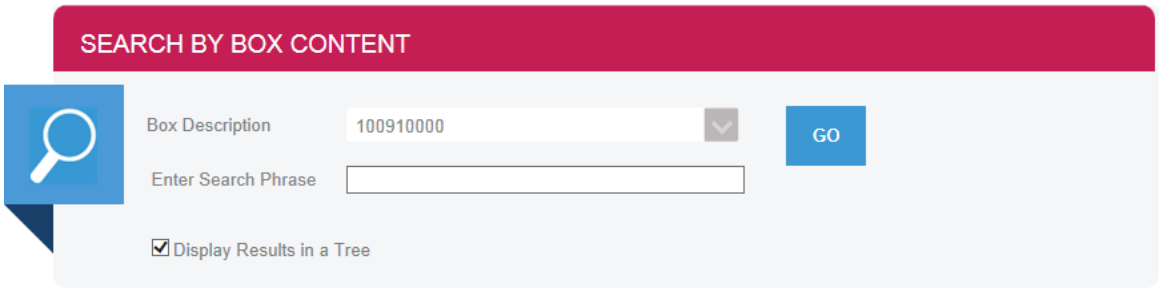
The number of Records per Page 10,20,50,100 can be selected based on the results.
When the results are greater than records per page selected the 'Page' options become active.



3.4.1.3 Search for Box by Box Contents

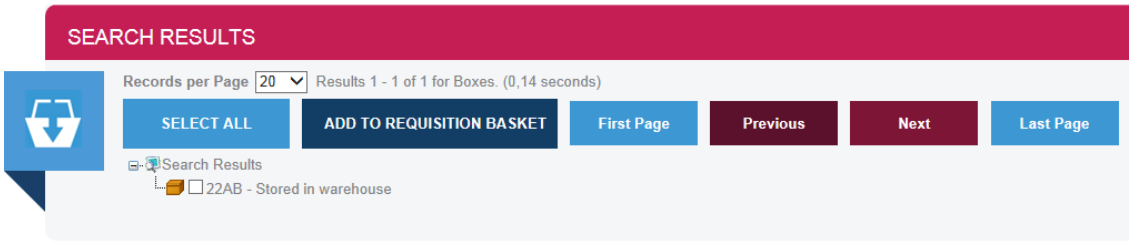


Meta data added at box level can be searched using this feature, all boxes containing a matching result will be displayed.

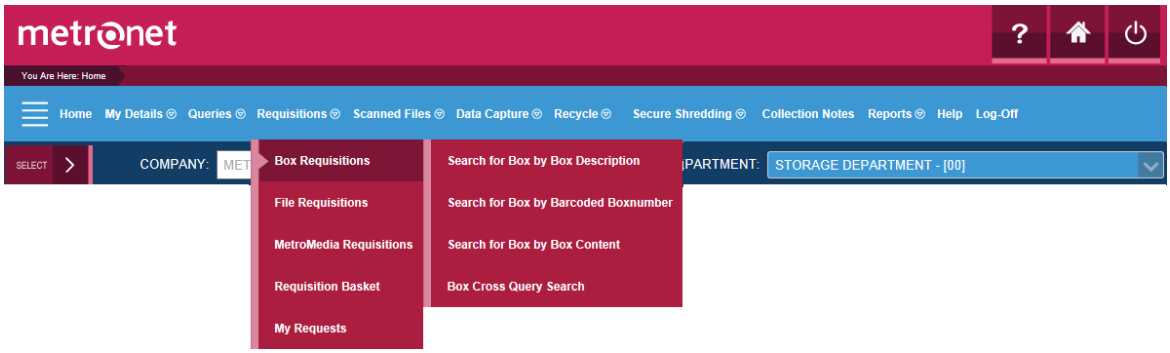


Enter Search Phrase, Select **GO**, search results are then displayed which will allow you to make your selection for request.

Display results in a Tree, when selected results are displayed in tree view.



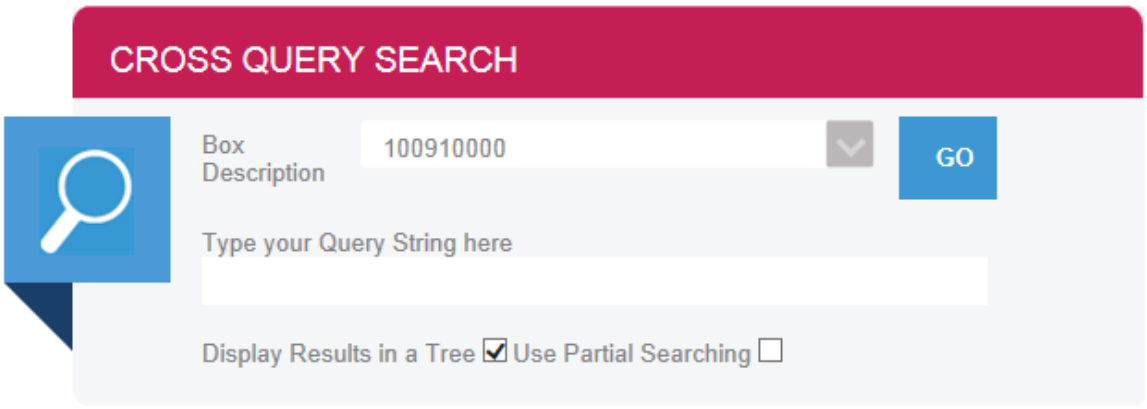
3.4.1.4 Box Cross Query Search

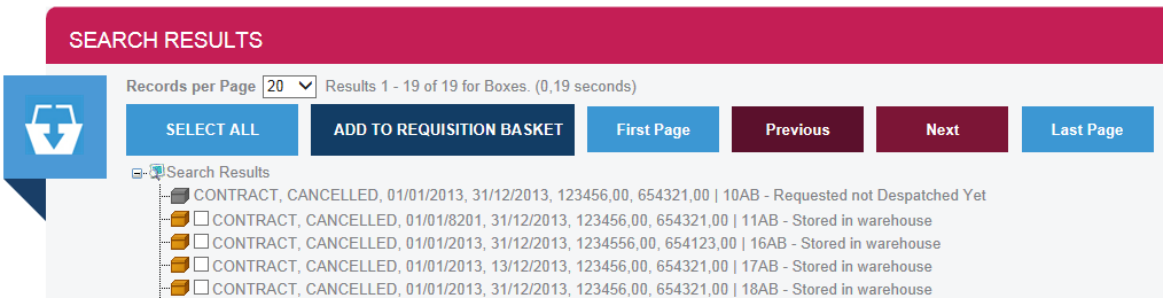


Meta data added at box level can be searched using this feature, all boxes containing a matching result will be displayed.

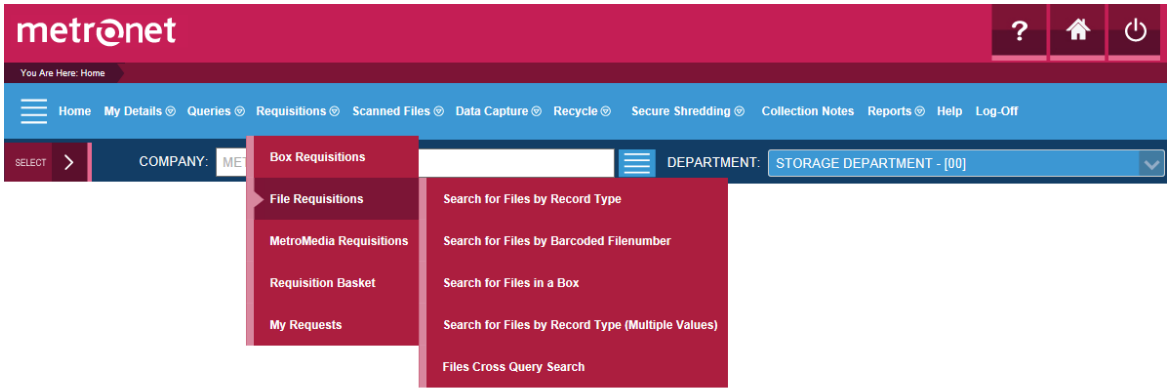
Type your Query String here, Select **GO**, search results are then displayed which will allow you to make your selection for request.

Display results in a Tree, when selected results are displayed in tree view.



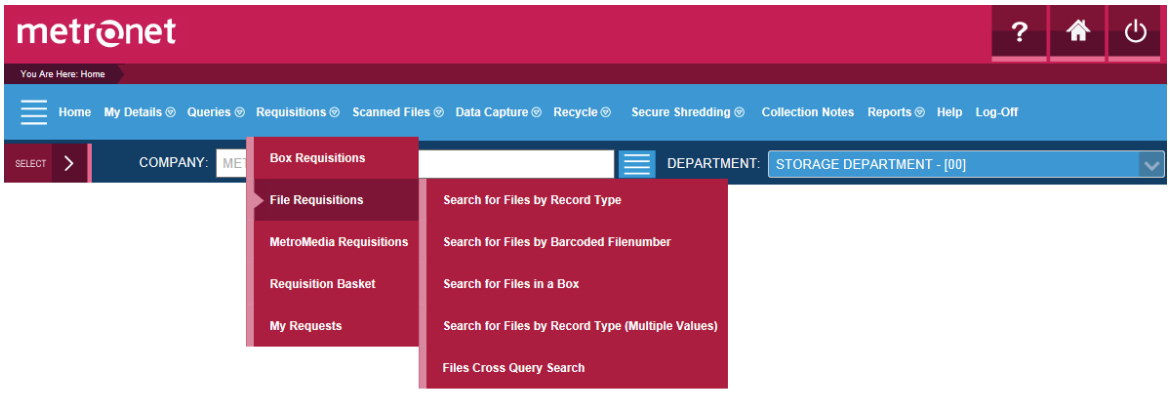

SEARCH RESULTS
Records per Page 20
Results 1 - 19 of 19 for Boxes. (0,19 seconds)
SELECT ALL
ADD TO REQUISITION BASKET
First Page
Previous
Next
Last Page
Search Results
CONTRACT, CANCELLED, 01/01/2013, 31/12/2013, 123456,00, 654321,00 | 10AB - Requested not Despatched Yet
CONTRACT, CANCELLED, 01/01/8201, 31/12/2013, 123456,00, 654321,00 | 11AB - Stored in warehouse
CONTRACT, CANCELLED, 01/01/2013, 31/12/2013, 1234556,00, 654123,00 | 16AB - Stored in warehouse
CONTRACT, CANCELLED, 01/01/2013, 13/12/2013, 123456,00, 654321,00 | 17AB - Stored in warehouse
CONTRACT, CANCELLED, 01/01/2013, 31/12/2013, 123456,00, 654321,00 | 18AB - Stored in warehouse

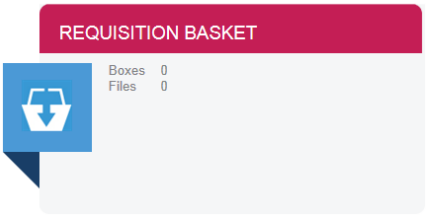
3.4.2 File Requisitions



Where the selected file is the only file within a stored box you will be advise and will have the option to request the box in it's place.

3.4.2.1 Search by RecordType





Requisition Basket is always display when returning to the search options, this allows the user to see what has been selected for requisition when searching across various documents, to access the requisition basket select the menu option.

Display results in a Tree, group order number must be defined in order to build the tree view.

Use partial searching is by default not selected, check the option to use.

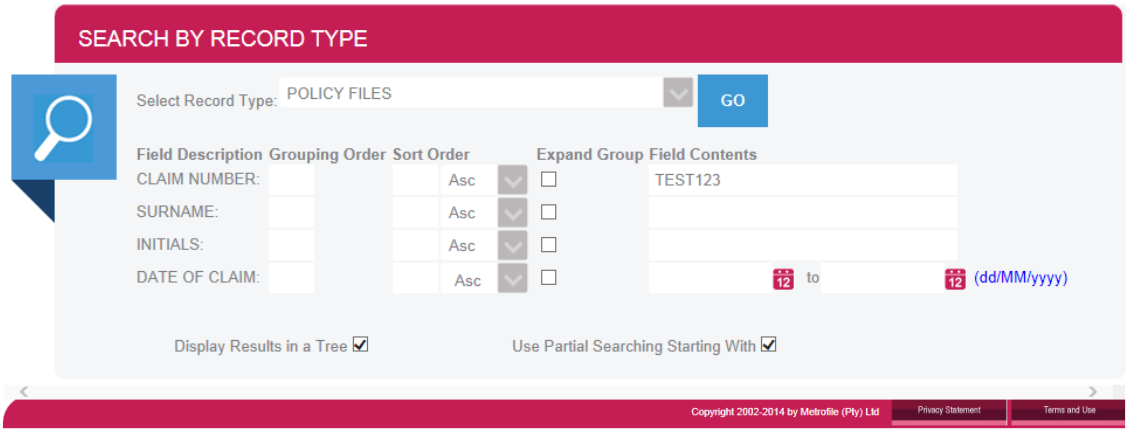
Displaying the results of your search:

- Grouping Order: is specified by inserting a numeric value in ascending 'Asc' order for the sequence in which the user would like the folder tree view to be built. When numeric sort order is defined the grouping order is disabled on the specified field.
- Sort Order is specified by inserting a numeric value and option of ascending 'Asc' or descending 'Dsc' for the sequence in which the user would like results displayed. When grouping order is defined the numeric sort order is disabled on the specified field.
- Expand Group: by default all groups are collapsed in the tree view if you wish to expand the tree view for a selected group check the box.

If the **GO** button is selected after the record type with no further information input, you will be prompted to define a search criteria.

Where dates and numbers ranges are specified advanced searching takes place, use calendar options

Select a Record Type from the drop down option and the required fields will be displayed , insert the information into the Field Contents, and select **GO**, search results are then displayed which will allow you to make your selection for request.


SEARCH BY RECORD TYPE
Select Record Type: POLICY FILES
GO
Field Description Grouping Order Sort Order Expand Group Field Contents
CLAIM NUMBER: Asc TEST123
SURNAME: Asc
INITIALS: Asc
DATE OF CLAIM: Asc to (dd/MM/yyyy)
Display Results in a Tree
Use Partial Searching Starting With
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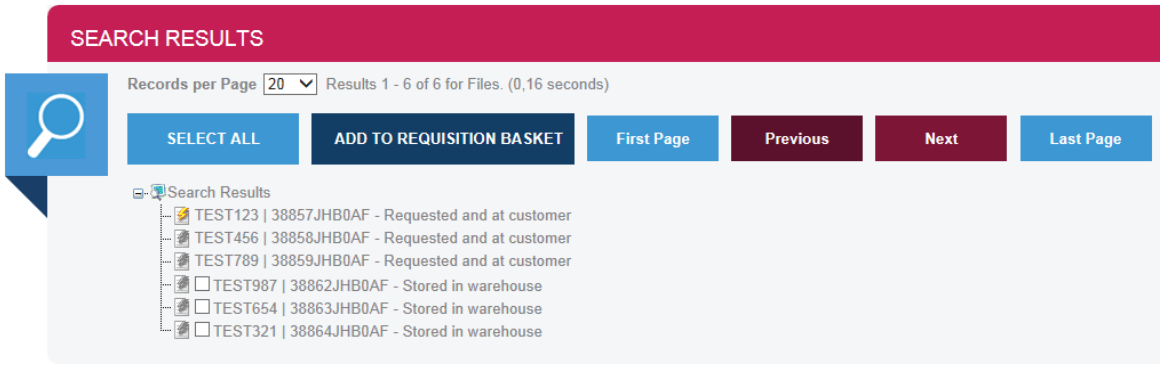
Privacy Statement
Terms and Use

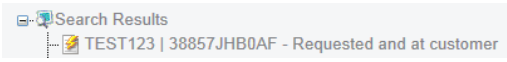
3.4.2.1.1 Search Results

Based on the options selected the results are displayed, note the current status, only files which are stored in warehouse can be requested.

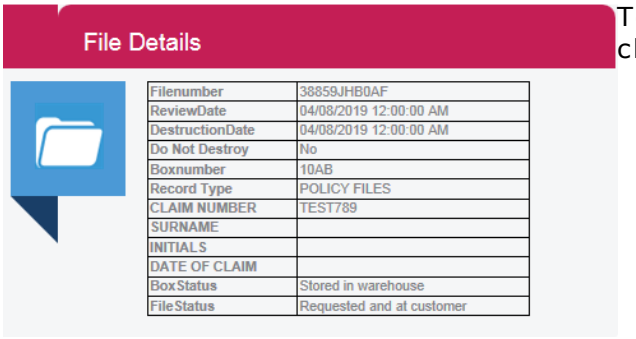
To request a file check the box provided or the **'Select All'** button can be used for multiple files, followed by **'Add to Requisition Basket'** button, this will take you to the requisition basket.

The number of Records per Page 10,20,50,100 can be selected based on the results. When the results are greater than records per page selected the 'Page' options become active.


SEARCH RESULTS
Records per Page 20
Results 1 - 6 of 6 for Files. (0,16 seconds)
SELECT ALL
ADD TO REQUISITION BASKET
First Page
Previous
Next
Last Page
Search Results
TEST123 | 38857JHB0AF - Requested and at customer
TEST456 | 38858JHB0AF - Requested and at customer
TEST789 | 38859JHB0AF - Requested and at customer
TEST987 | 38862JHB0AF - Stored in warehouse
TEST654 | 38863JHB0AF - Stored in warehouse
TEST321 | 38864JHB0AF - Stored in warehouse

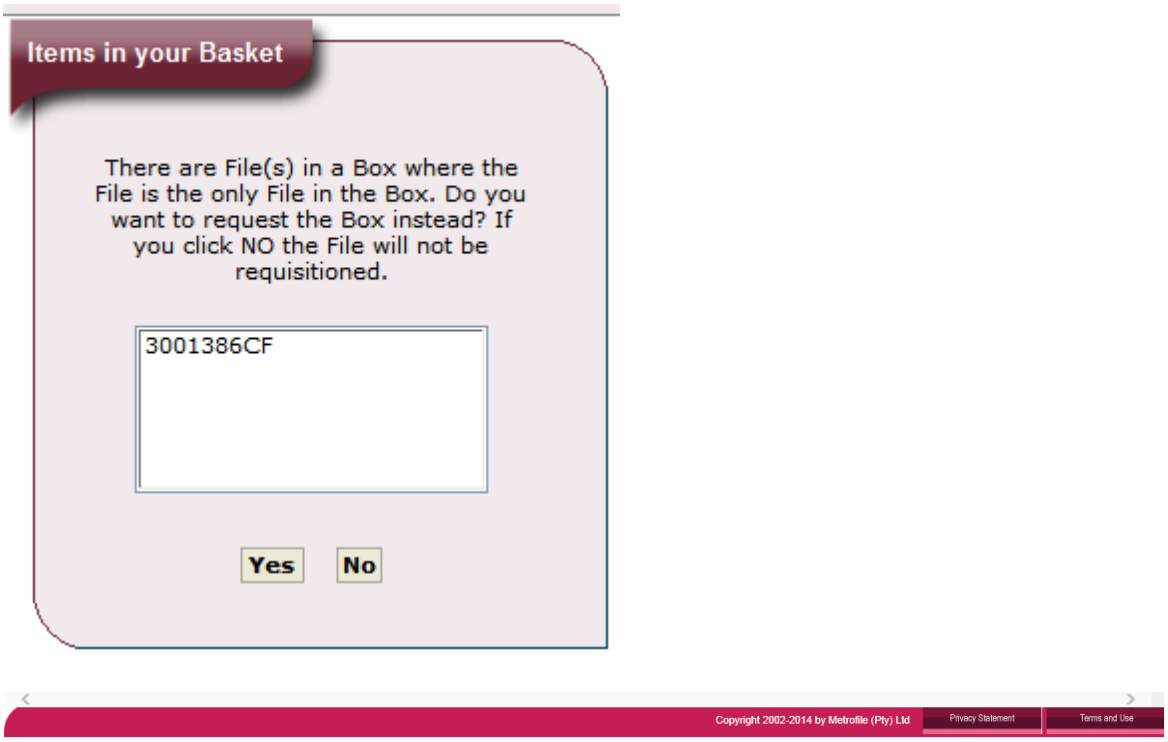


Where results have linked images icon is active, click on icon to view images

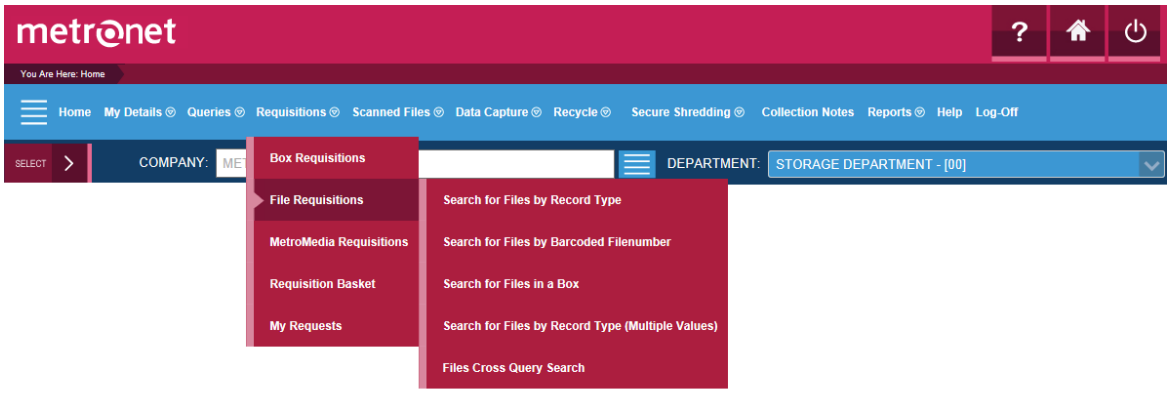


To view all fields of captured information click on the line item.

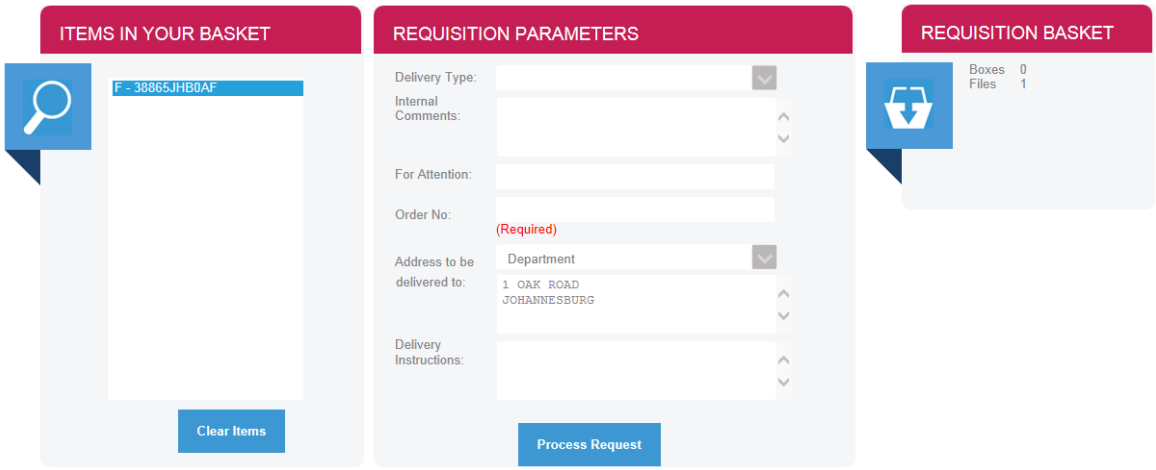
Where the file selected is the only file within the stored box user will be prompted to request the box select **'Yes'** or **'No'** to cancel request, no file will be requisitioned.


Items in your Basket
There are File(s) in a Box where the File is the only File in the Box. Do you want to request the Box instead? If you click NO the File will not be requisitioned.
3001386CF
Yes
No
Copyright 2002-2014 by Metrofile (Pty) Ltd
Privacy Statement
Terms and Use

3.4.2.1.2 Requisition Basket



Multiple combination of boxes and files can be searched and added to the requisition basket in one session, to achieve this select the required search option from the menu and continue to add to the requisition basket, if at any time during the searching you wish to view the selection select the requisition basket from the menu



Select Delivery Type from the option: Note this is Required

Delivery Options which are available are:

Based on the clients settings the delivery types of 'Same Day' or 'Express and 'Next Day' or 'Shuttle' will be visible, Same Day and Express is only available until a specified time of day.

Collection - From Metrofile's premises
Express/Same Day - Delivery within 2hours of request
Shuttle/Next Day - Delivery within 4hours of request
Scan on Demand - Applicable to files requests only,email notification will be received when images are available for viewing in Scanned Files
Fax - By Fax of original document

Internal Comments: This information will be printed on the request at the Metrofile warehouse, does not appear on any delivery notes.

For Attention: Insert the name of the recipient to receive the requested documents.

Order No: Where required system will prompt and will not allow process to continue.

Address to be Delivered to: options available are Branch, Department or User select from the option:

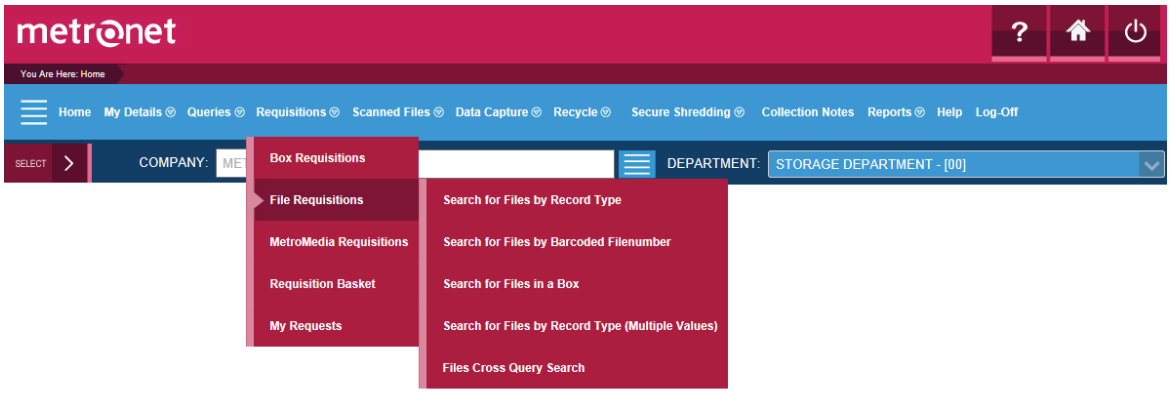
Delivery Instructions: This information will be printed on the Delivery Note.

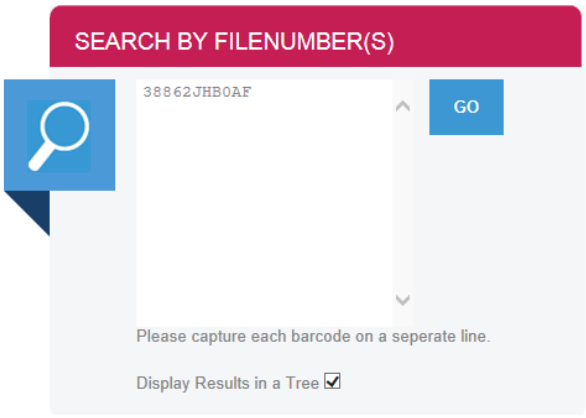
Should it be necessary to remove a selected file from the list select the requisition option from the menu, select the option used to search the number and remove the check box and then return to the requisition basket.

If you wish to cancel the requisition select the **clear items** button, this will clear all items selected.

Select the **Process Request** button.
You will receive confirmation reference number(s) and email confirmation, quote number if you have any queries

3.4.2.2 Search by Barcoded Filenumber

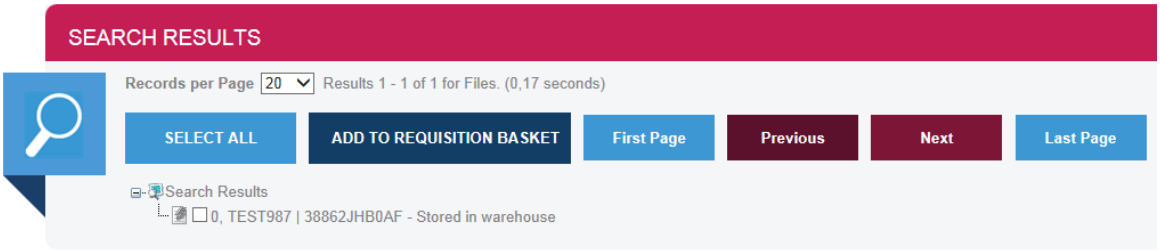




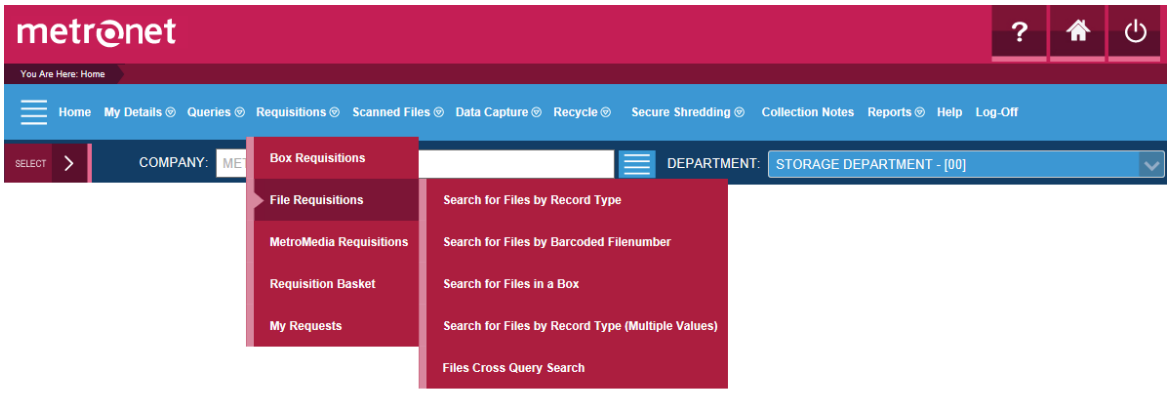
Insert the file number(s), one per line.

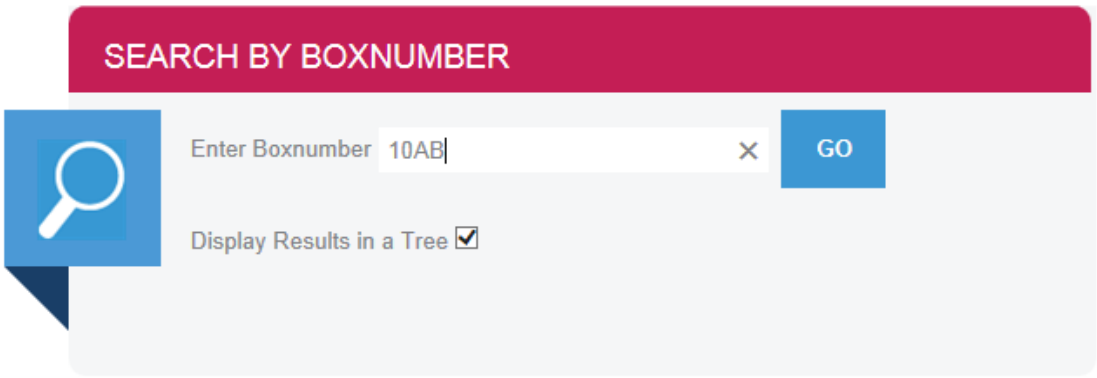
Display results in a Tree is by default selected

Select **GO**, search results are then displayed which will allow you to make your selection for request.



3.4.2.3 Search by Files in Box



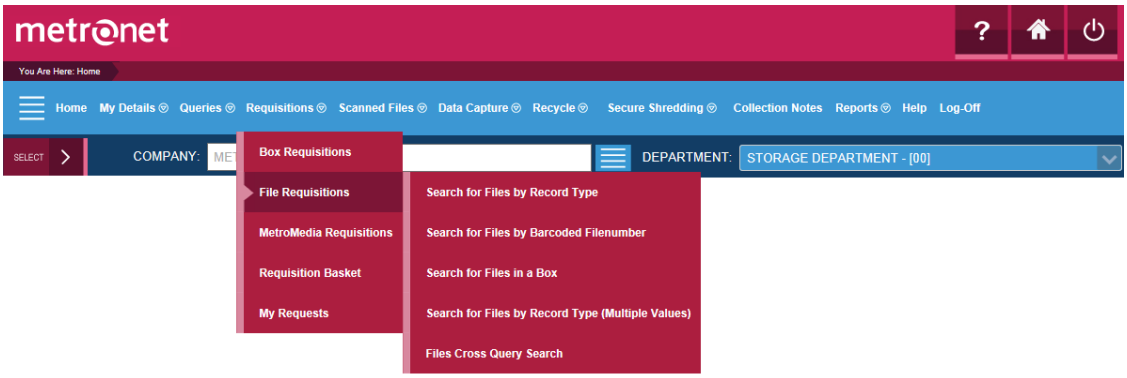


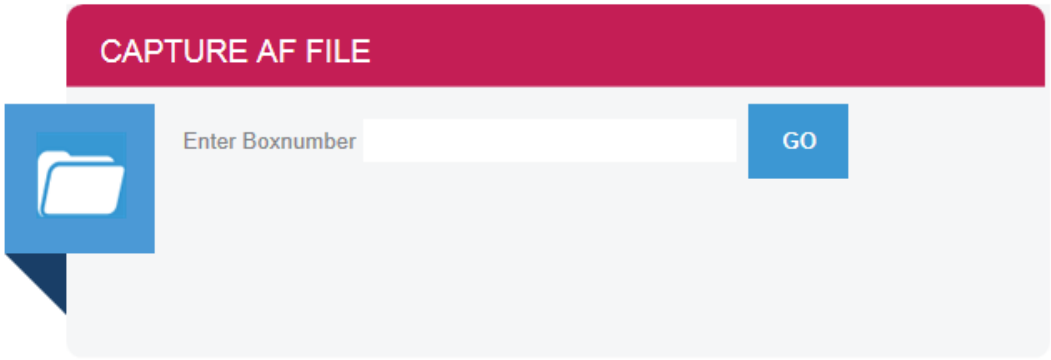
Insert the box number.

Display results in a Tree is by default selected

Select **GO**, search results are then displayed which will allow you to make your selection for request

3.4.2.3.1 Capture AF File



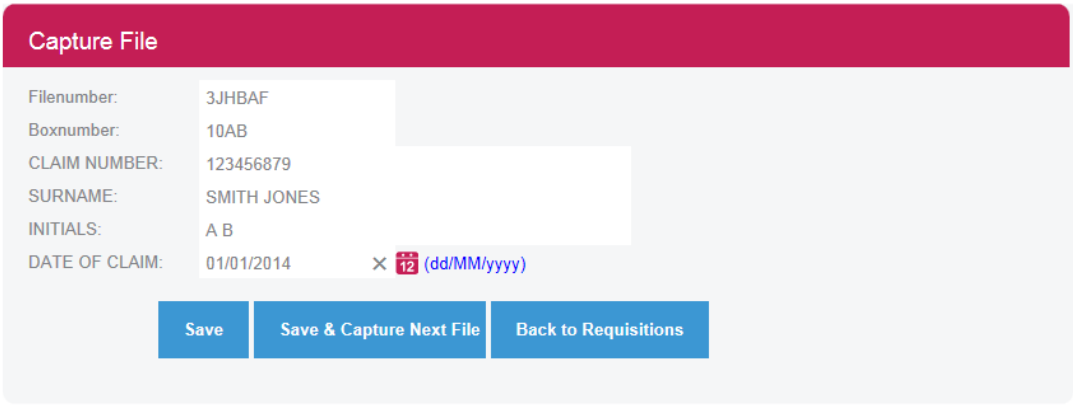


Add a file *(account must have a file capture screen defined)*

This option is used when the content of a box has been catalogued as a batch or file and an individual document within the batch or file is required to be imaged for fax or email request.

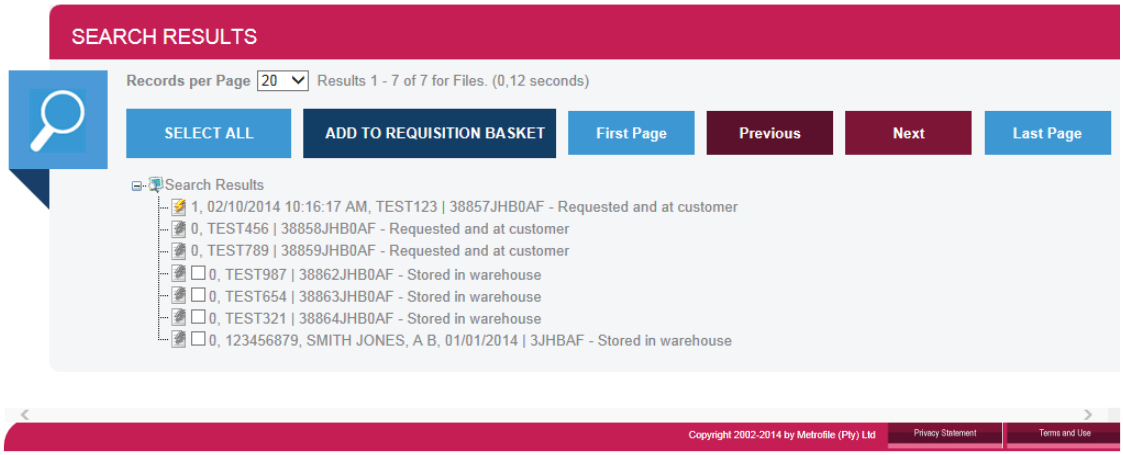
File Requisitions Search By Files in Box option will provide the 'Capture AF File' screen.

Insert the box number and select **GO** this will open the file capture screen, the system will supply a file number ending with "**AF**".

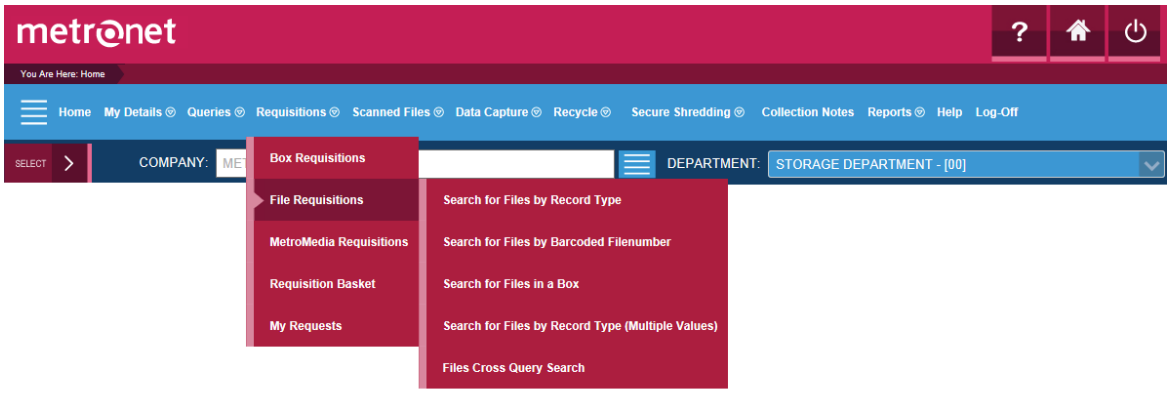


Insert the information as required select the **Save** button or **Save & Capture Next File** where multiple documents need to be added to the same box.

Select the **Back to Requisition** button, this will return you to the Search by Files in Box, the box number will be retained select the **Go** button, the added file can now be requisitioned by checking the option box and selecting the **Add to Requisition Basket** button.


SEARCH RESULTS
Records per Page 20
Results 1 - 7 of 7 for Files. (0,12 seconds)
SELECT ALL
ADD TO REQUISITION BASKET
First Page
Previous
Next
Last Page
Search Results
1, 02/10/2014 10:16:17 AM, TEST123 | 38857JHB0AF - Requested and at customer
0, TEST456 | 38858JHB0AF - Requested and at customer
0, TEST789 | 38859JHB0AF - Requested and at customer
0, TEST987 | 38862JHB0AF - Stored in warehouse
0, TEST654 | 38863JHB0AF - Stored in warehouse
0, TEST321 | 38864JHB0AF - Stored in warehouse
0, 123456879, SMITH JONES, A B, 01/01/2014 | 3JHBAF - Stored in warehouse
Copyright 2002-2014 by Metrofile (Pty) Ltd
Privacy Statement
Terms and Use

3.4.2.4 Search Files by Record Type Multiple Values



This module allows the user to input multiple search values the system then does partial searching, and will return all matching results.

Display results in a Tree, group order number must be defined in order to build the tree view.

Displaying the results of your search:

- Grouping Order: is specified by inserting a numeric value in ascending 'Asc' order for the sequence in which the user would like the folder tree view to be built. When numeric sort order is defined the grouping order is disabled on the specified field.

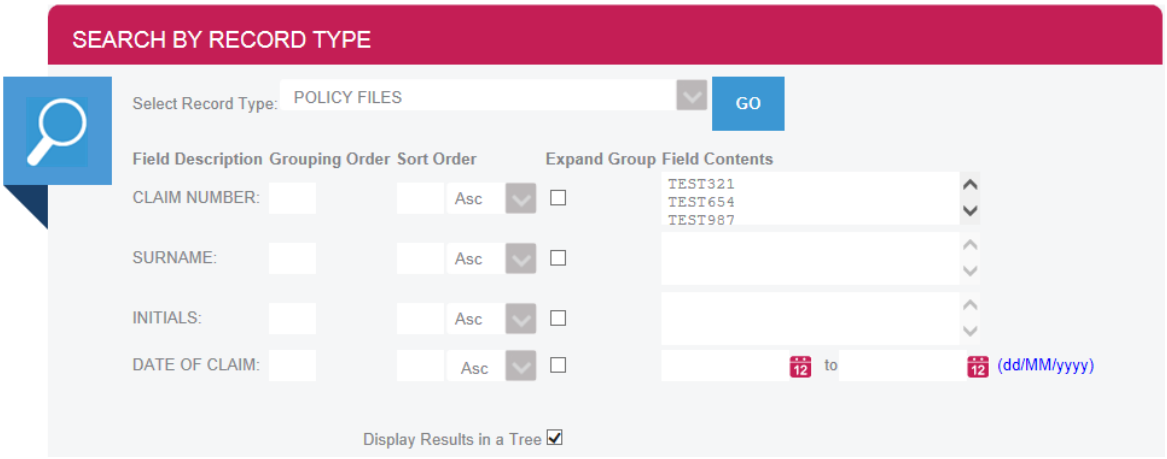
- Sort Order is specified by inserting a numeric value and option of ascending 'Asc' or descending 'Dsc' for the sequence in which the user would like results displayed. When grouping order is defined the numeric sort order is disabled on the specified field.

- Expand Group: by default all groups are collapsed in the tree view if you wish to expand the tree view for a selected group check the box.

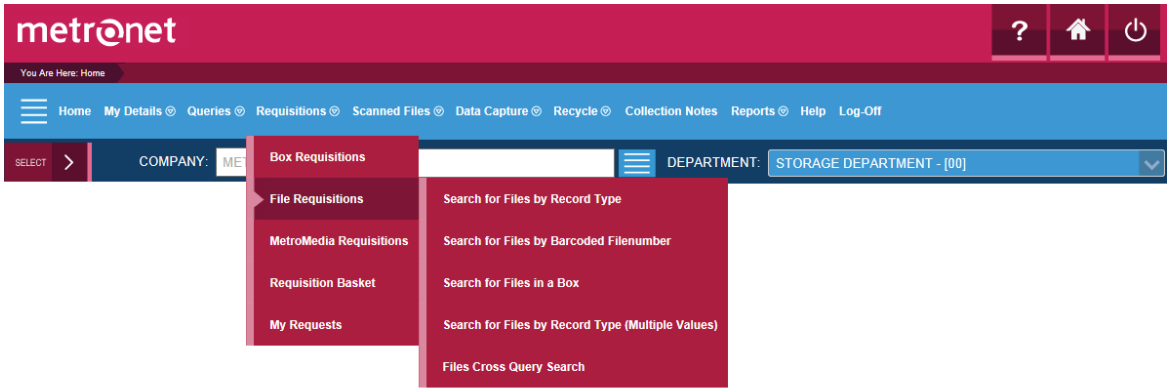
If the **GO** button is selected after the record type with no further information input, you will be prompted to define a search criteria.

Where dates and numbers ranges are specified advanced searching takes place, use calendar options

Select a Record Type from the drop down option and the required fields will be displayed , insert the information into the Field Contents, list items one underneath each other and select **GO**, search results are then displayed which will allow you to make your selection for request.



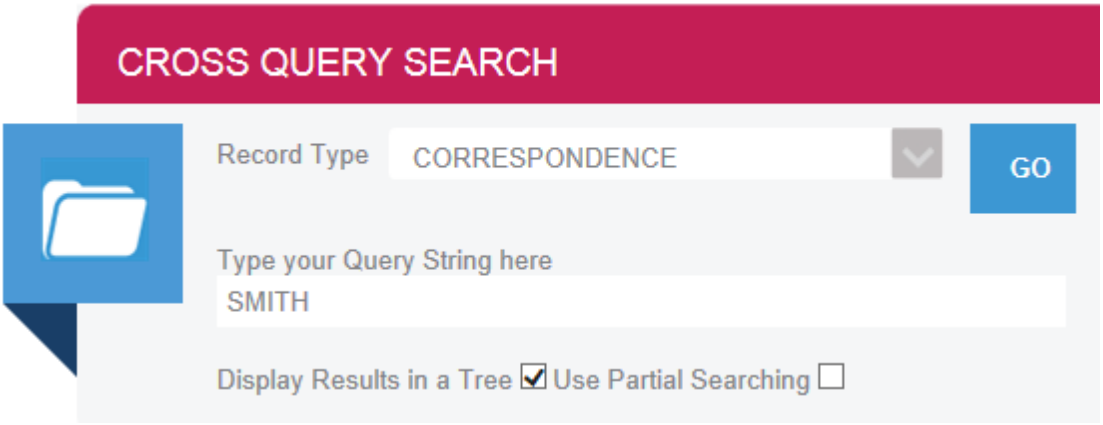
3.4.2.5 Files Cross Query Search



Meta data added at file level can be searched using this feature, all files containing a matching result will be displayed.

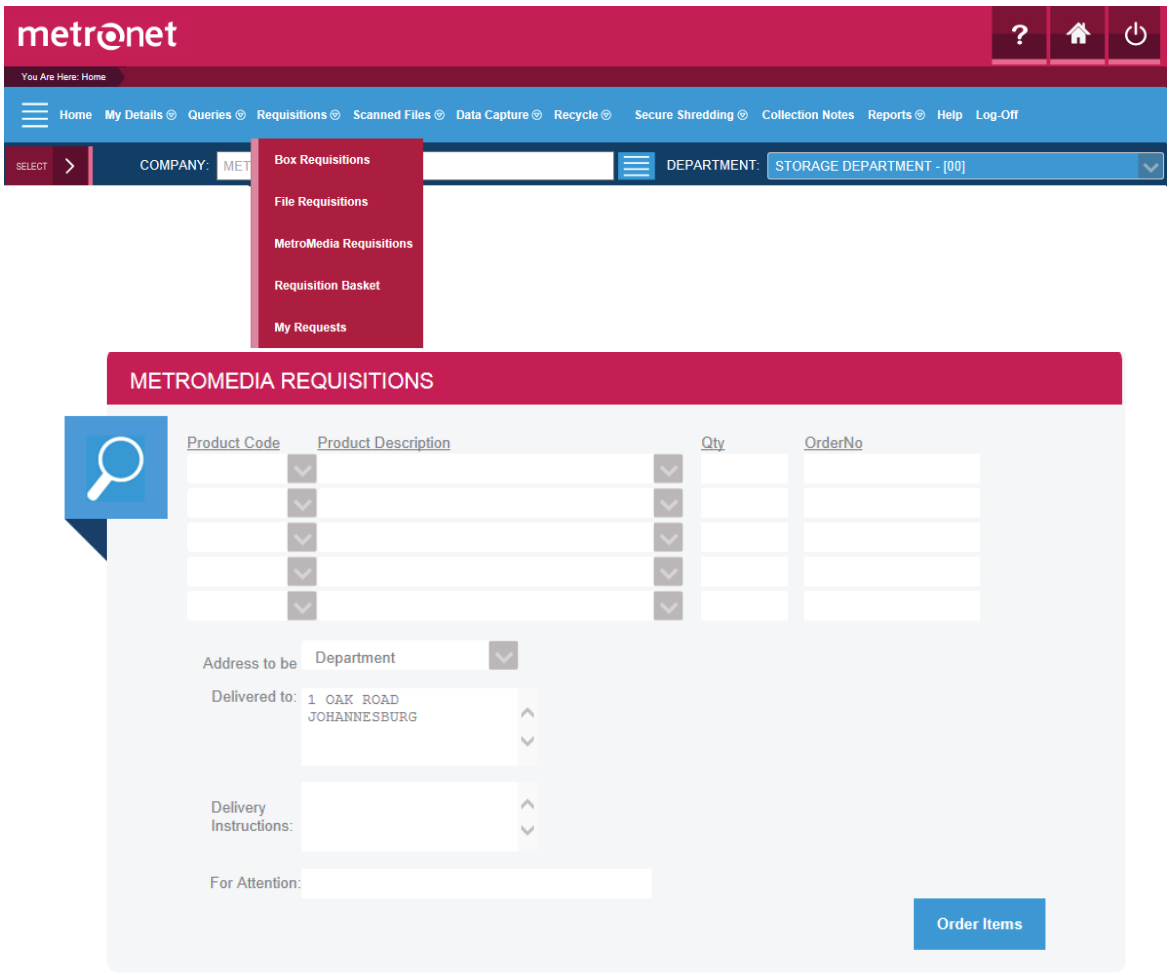
Type your Query String here, Select **GO**, search results are then displayed which will allow you to make your selection for request.

Display results in a Tree, when selected results are displayed in tree view.Use partial searching is by default not selected, check the option to use



3.4.3 MetroMedia Requisitions

Please Note : Security option is available for those permitted to Process MetroMedia Requests



Select a Product Code or Product Description from the option: Note maximum of 5 different products can be ordered per session.

To remove a product selected use the button to display the products and move to the blank entry at top to de-select.

Order No: Where required system will prompt and will not allow process to continue.

Address to be Delivered to: options available are Branch, Department or User select

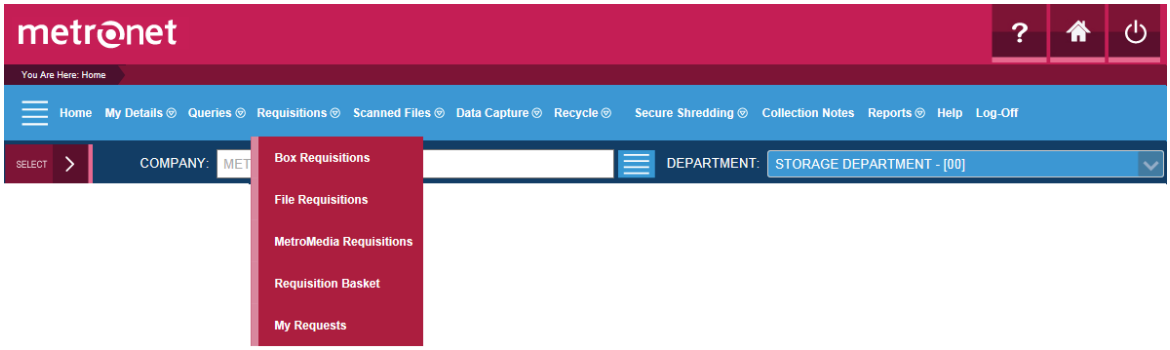
from the option:

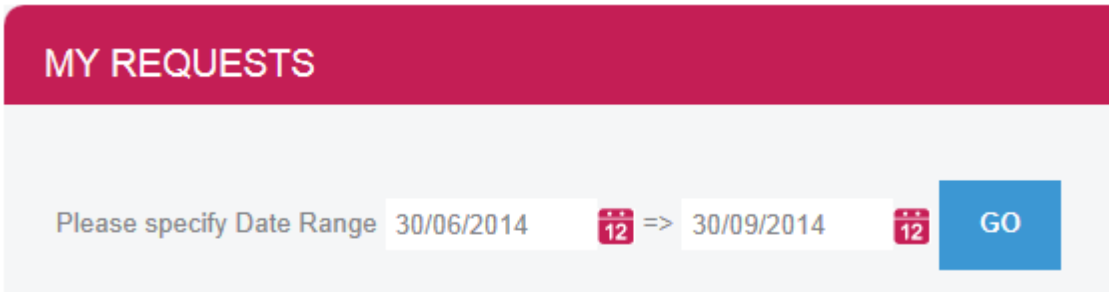
Delivery Instructions: This information will be printed on the Delivery Note.

For Attention: Insert the name of the recipient to receive the requested documents.

Select the **Order Items** button.
You will receive confirmation reference number(s) and email confirmation, quote number if you have any queries

3.4.4 My Requests

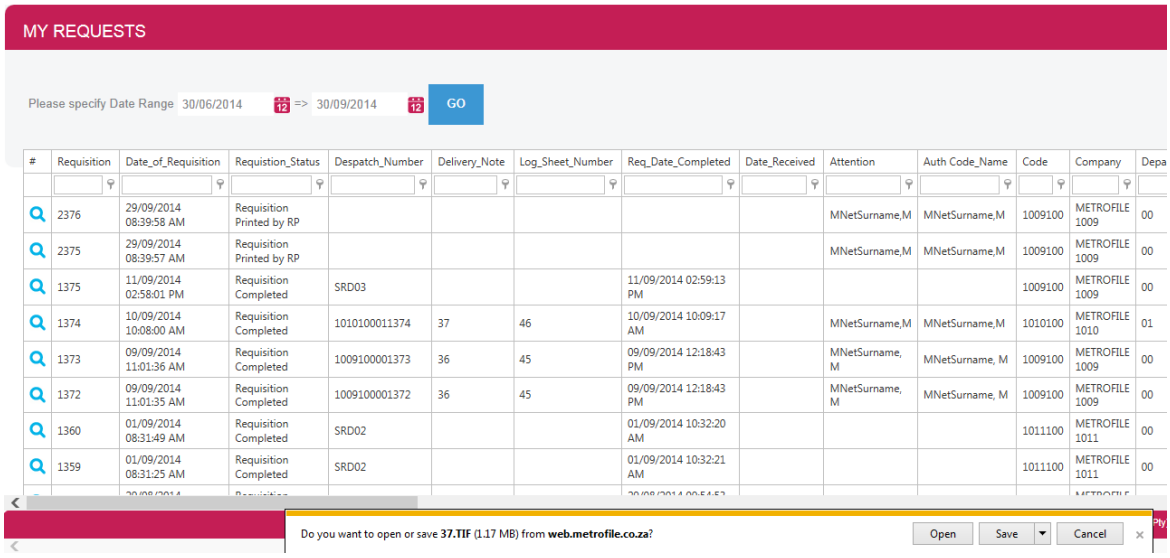




By default the past 3 months date range is inserted based on the current date, select GO to review your requests,else modify the date range using calendar buttons

3.4.4.1 View or Save Proof of Delivery

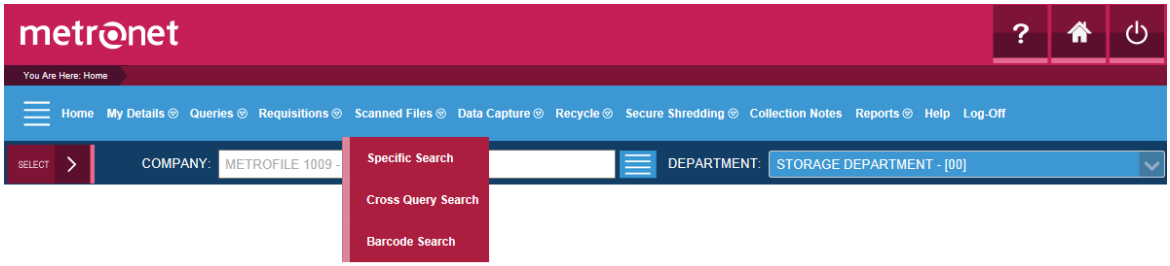
To view Proof of Delivery select the button, you will be prompted to Open or Save or Cancel


MY REQUESTS
Please specify Date Range 30/06/2014 => 30/09/2014 GO
Do you want to open or save 37.TIF (1.17 MB) from web.metrofile.co.za?
Open
Save
Cancel

#	Requisition	Date_of_Requisition	Requistion_Status	Despatch_Number	Delivery_Note	Log_Sheet_Number	Req_Date_Completed	Date_Received	Attention	Auth Code_Name	Code	Company	Depa
	2376	29/09/2014 08:39:58 AM	Requisition Printed by RP						MNetSurname,M	MNetSurname,M	1009100	METROFILE 1009	00
	2375	29/09/2014 08:39:57 AM	Requisition Printed by RP						MNetSurname,M	MNetSurname,M	1009100	METROFILE 1009	00
	1375	11/09/2014 02:58:01 PM	Requisition Completed	SRD03			11/09/2014 02:59:13 PM				1009100	METROFILE 1009	00
	1374	10/09/2014 10:08:00 AM	Requisition Completed	1010100011374	37	46	10/09/2014 10:09:17 AM		MNetSurname,M	MNetSurname,M	1010100	METROFILE 1010	01
	1373	09/09/2014 11:01:36 AM	Requisition Completed	1009100001373	36	45	09/09/2014 12:18:43 PM		MNetSurname, M	MNetSurname, M	1009100	METROFILE 1009	00
	1372	09/09/2014 11:01:35 AM	Requisition Completed	1009100001372	36	45	09/09/2014 12:18:43 PM		MNetSurname, M	MNetSurname, M	1009100	METROFILE 1009	00
	1360	01/09/2014 08:31:49 AM	Requisition Completed	SRD02			01/09/2014 10:32:20 AM				1011100	METROFILE 1011	00
	1359	01/09/2014 08:31:25 AM	Requisition Completed	SRD02			01/09/2014 10:32:21 AM				1011100	METROFILE 1011	00

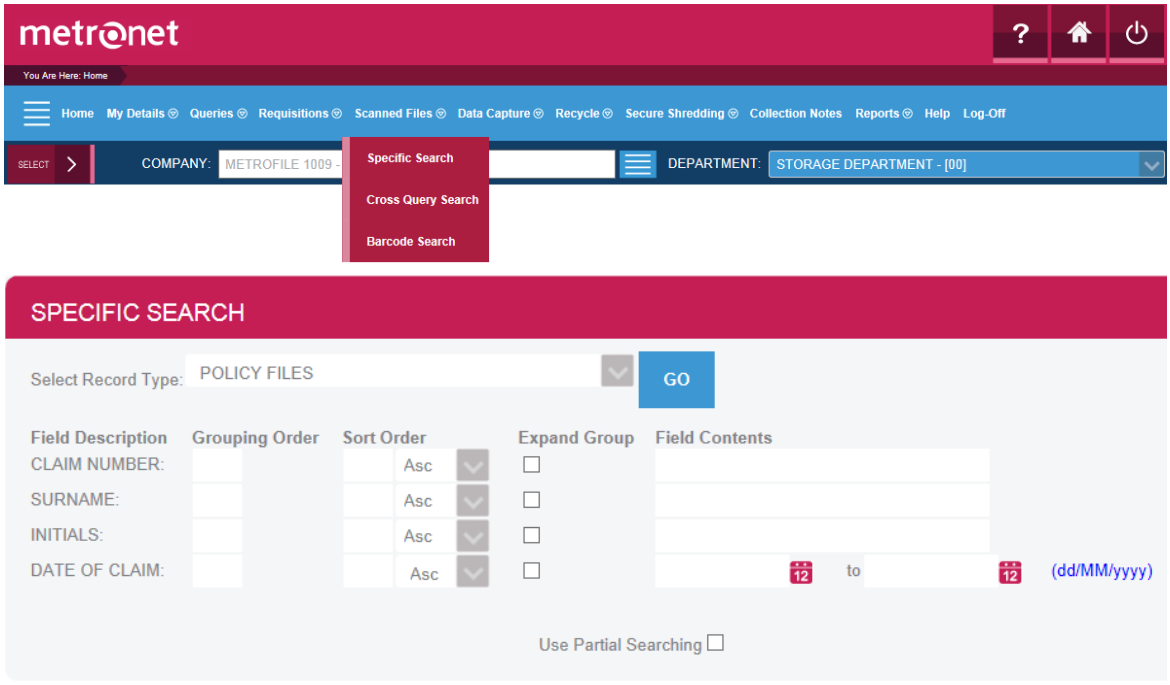
3.5 Scanned Files

Please Note : Only files which have been imaged will be displayed



All documents which have been requested as 'Scan on Demand' can be viewed using these options.

3.5.1 Specific Search



Use partial searching is by default not selected, check the option to use.

Displaying the results of your search:

- Grouping Order: is specified by inserting a numeric value in ascending 'Asc' order for the sequence in which the user would like the folder tree view to be built. When numeric sort order is defined the grouping order is disabled on the specified field.
- Sort Order is specified by inserting a numeric value and option of ascending 'Asc' or descending 'Dsc' for the sequence in which the user would like results displayed. When grouping order is defined the numeric sort order is disabled on the specified field.
- Expand Group: by default all groups are collapsed in the tree view if you wish to expand the tree view for a selected group check the box.

If the **GO** button is selected after the record type with no further information input, no data will be returned. user will be warned.

Where dates and numbers ranges are specified, use calendar options

Select a Record Type from the option and the required fields will be displayed , insert the information into the Field Contents, and select **GO**, search results are then displayed which will allow you to view the images and captured information.

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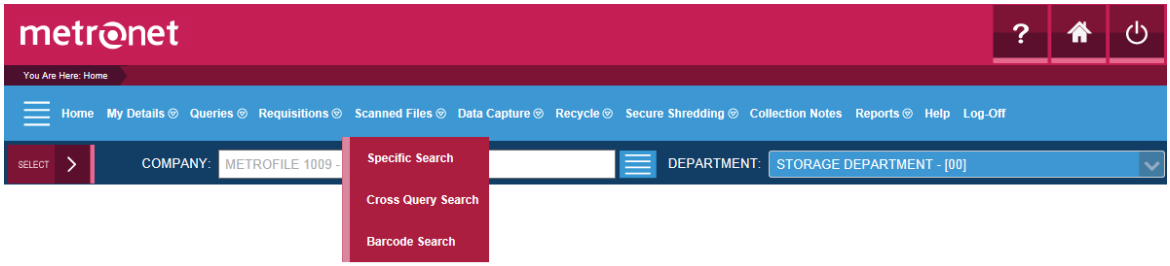
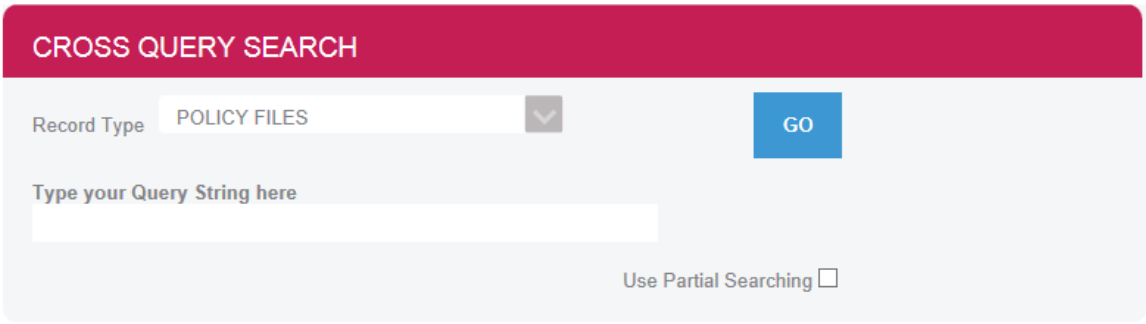
3.5.2 Cross Query Search





This option enables the user to search for Records based on un-specific input values relating to the data captured, specifically where the values of capture are not known by the user at the time of searching

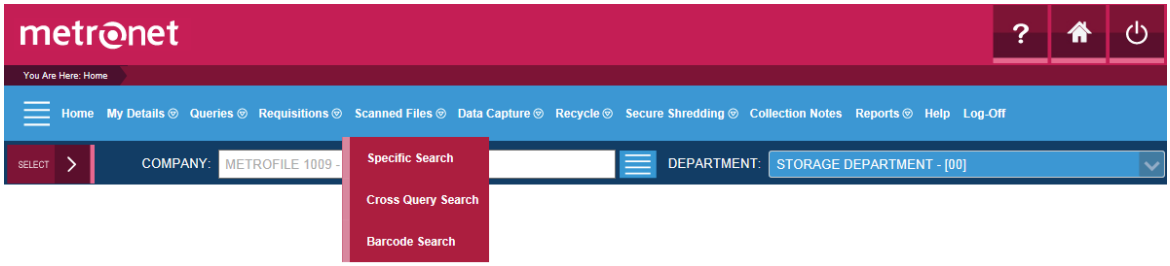
Select a Record Type from the button.

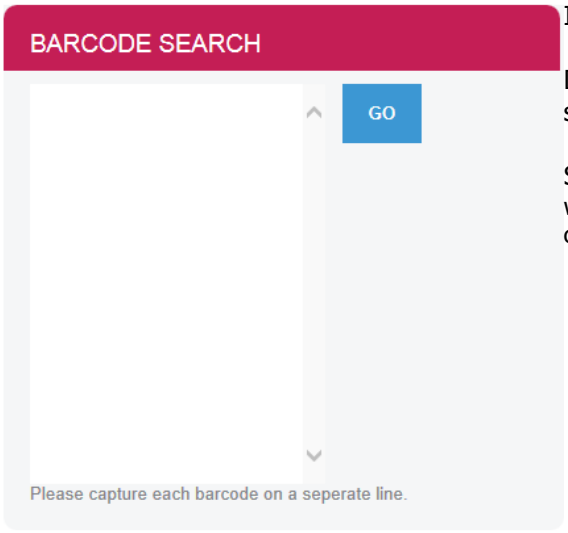
Type in your query string and the system will search across all defined Record Type fields.

Try limiting the string to increase the success of your search.

Select **GO**, search results are then displayed which will allow you to view the images and captured information.

3.5.3 Barcode Search



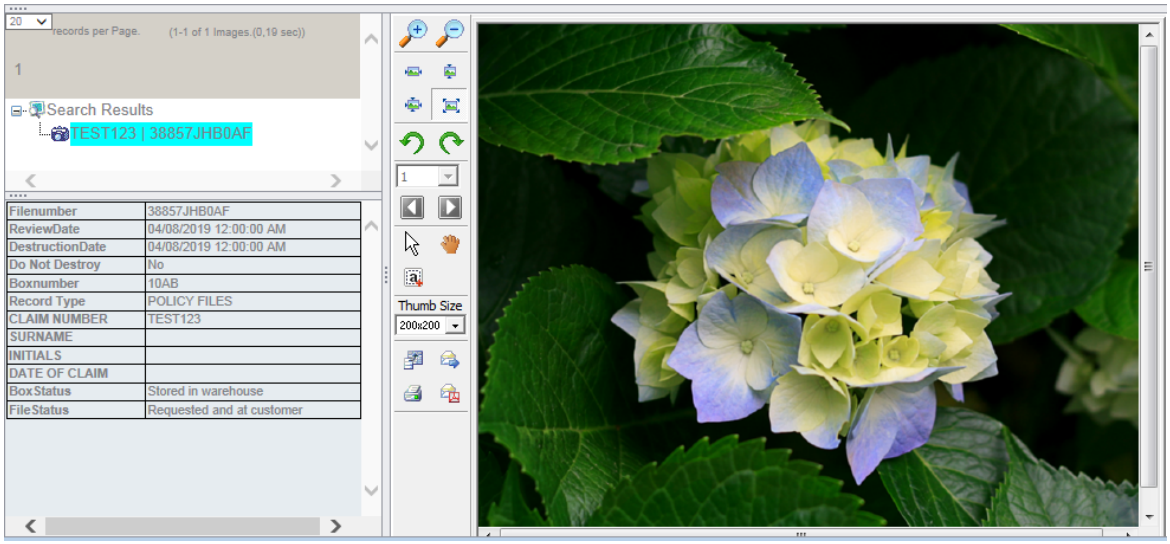


Insert the file number(s), one per line.

Display results in a Tree is by default selected

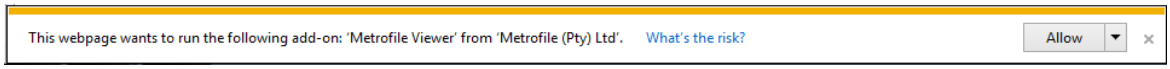
Select **GO**, search results are then displayed which will allow you to view the images and captured information

3.5.4 Search Results



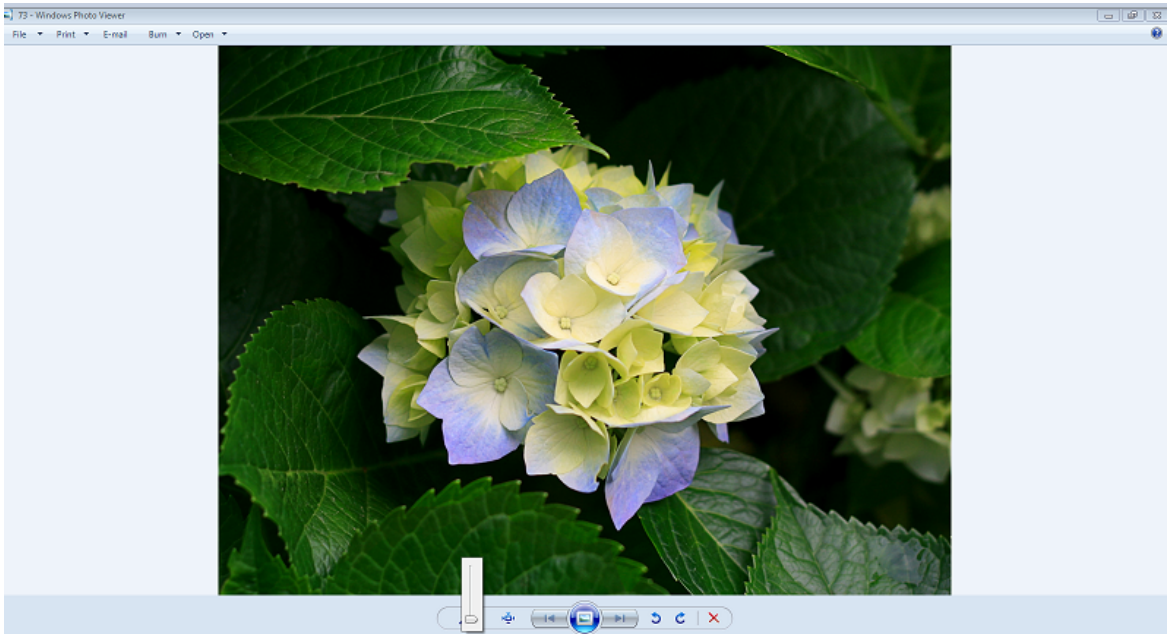
Search Results are displayed based on the grouping, Click line item to view image and captured data, if viewer has already been installed if not prompt will appear to install a MetrofileWebViewer.cab before images will be visible.

Follow the on screen instructions:



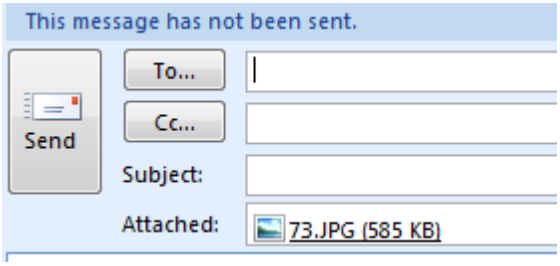
Select the 'Launch image in Windows' button to save image or the 'Email Image button or the Email Multipage PDF option or Print button

3.5.4.1 Launch Image in Windows



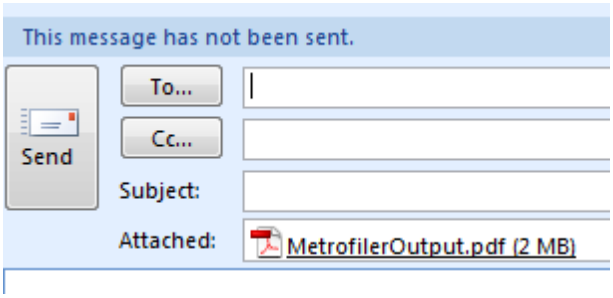
Search Results Image is automatically loaded into windows, where it can be saved or printed.

3.5.4.2 Email Image



Search Results Image is automatically attached using the applicable emailing software loaded.

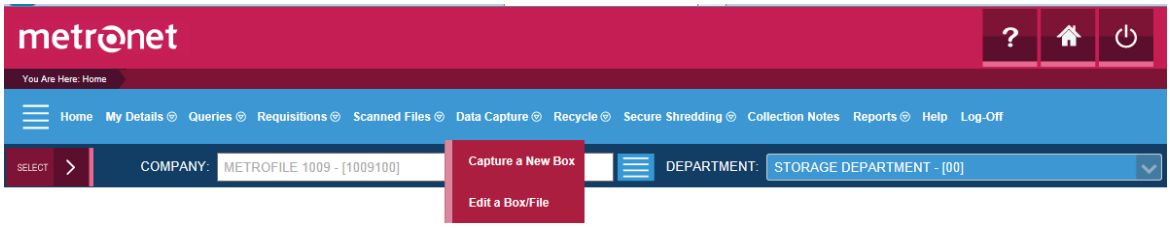
3.5.4.3 eMail Multipage PDF



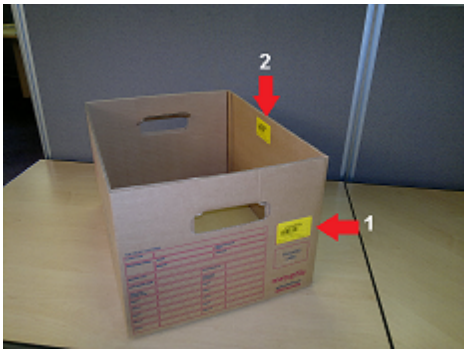
Search Results Image is automatically attached using the applicable emailing software loaded.

3.6 Data Capture

Please Note : Security option is available for those permitted to access the Data Capture Module



Place your 'Box Label' onto the new box.



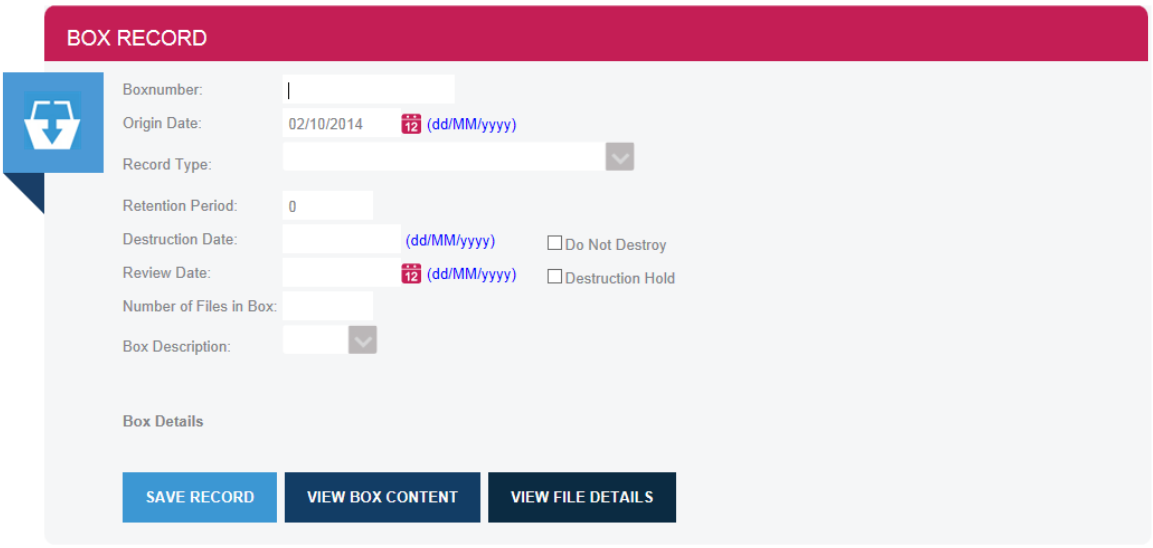
1. Outside box above tracking label indicator
2. Inside the box on the side

You are now ready to Capture a New Box

Affix your 'file number label' onto the exterior of your file or document

Files are captured against a box number therefore capture a new box first or edit an existing box

3.6.1 Capture a New Box



Type or Scan the box number as per the Metrofile box label.

The origin date defaults to the current date, this date is used to automatically calculate the retention period of the box based on the content,

Select the Record Type, this will determine the fields of capture and default retention period,where zero is defined as a retention period, system defaults to the origin date as the destruction and review dates.

The Destruction Date is calculated based on the retention period, this cannot be edited.

The Review Date defaults to the destruction date, can be altered as required, type format (dd/mm/yyyy) or use the calendar option.

If the **Do Not Destroy** is checked the destruction and review dates are cleared.

If the **Destruction Hold** is checked the destruction and review dates are retained.

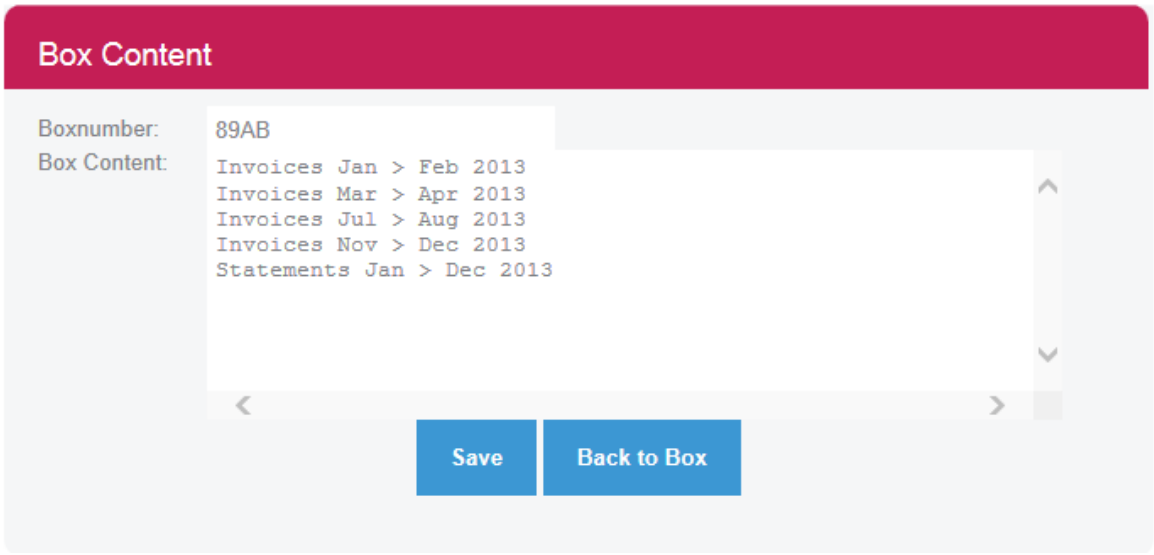
Number of Files in Box is a required field where no files exist insert a value of '0'

If box is to be captured at box level select the box description, this will determine the fields of Capture.

If the box details field has the comments (Required) you must insert a value in this field in order for the record to be saved.

After input of data select the **Save** button, to Capture meta data against box select the **View Box Contents** button or to Capture Files select the **View File Details** button.

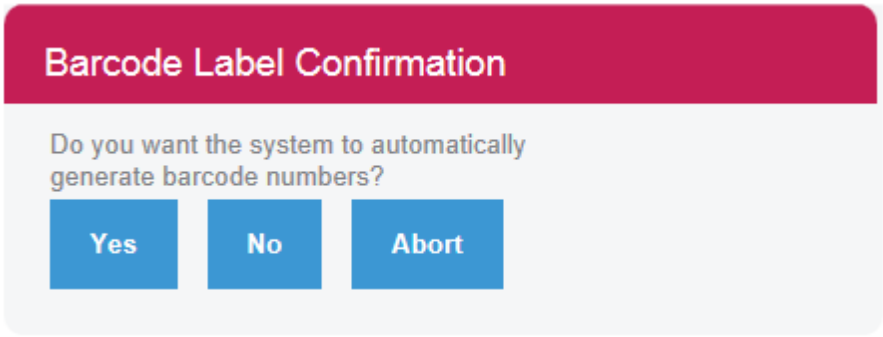
3.6.1.1 Capture Box Contents

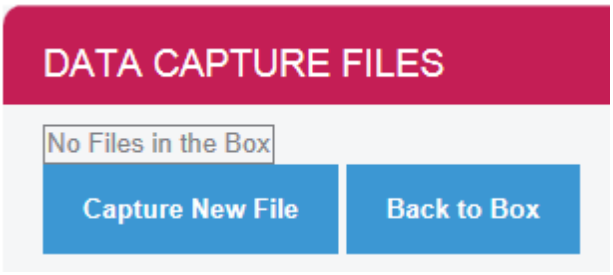


Meta data can be copy pasted or captured into the box contents,this meta data can be searched in the requisition module at box level, if individual documents is required from box then use the add a file option.

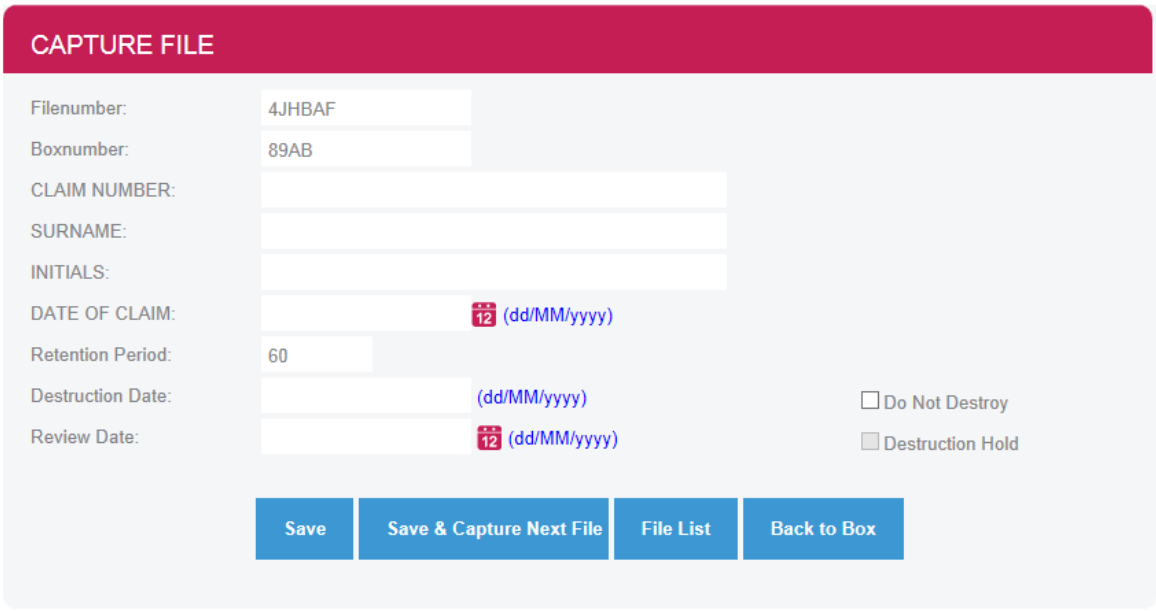
3.6.1.2 Data Capture Files

File numbers can be inserted using the Metrofile provided file labels or where no file labels are required the system will automatically generate a file reference number, user will be prompted to select the applicable option.





Select **Capture New File** button or **Back to Box** button to edit box or capture a new box



Type or scan the file number as per the Metrofile file label, tab to move to next field of capture.

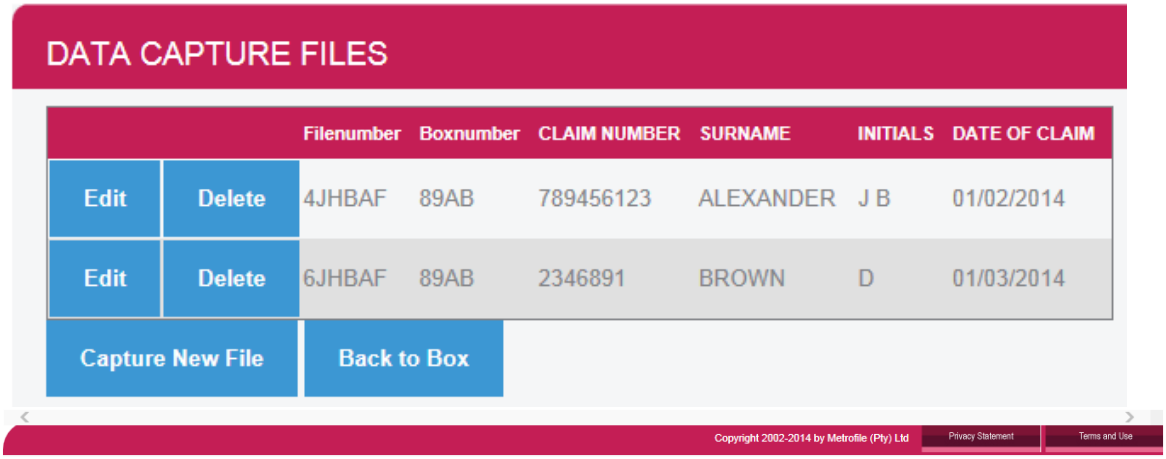
Destruction Date, this is calculated based on the required retention period of the box, this cannot be edited, review date will default to the destruction date this can be edited if required. where document is not to be destroyed selected the do not

destroy option, this will clear the destruction and review dates.

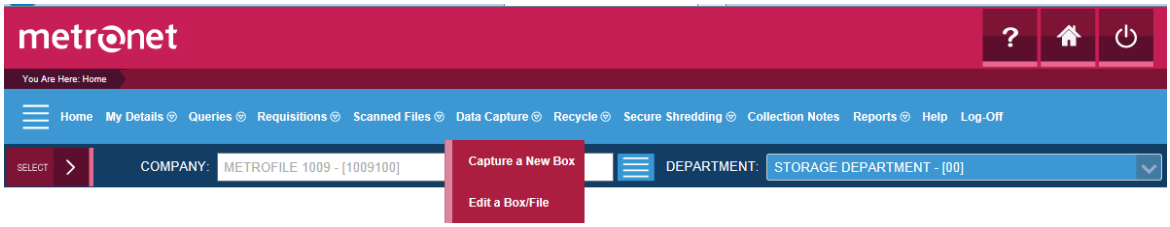
Insert the information as required select the **Save** button or **Save & Capture Next File** where multiple documents need to be added to the same box.

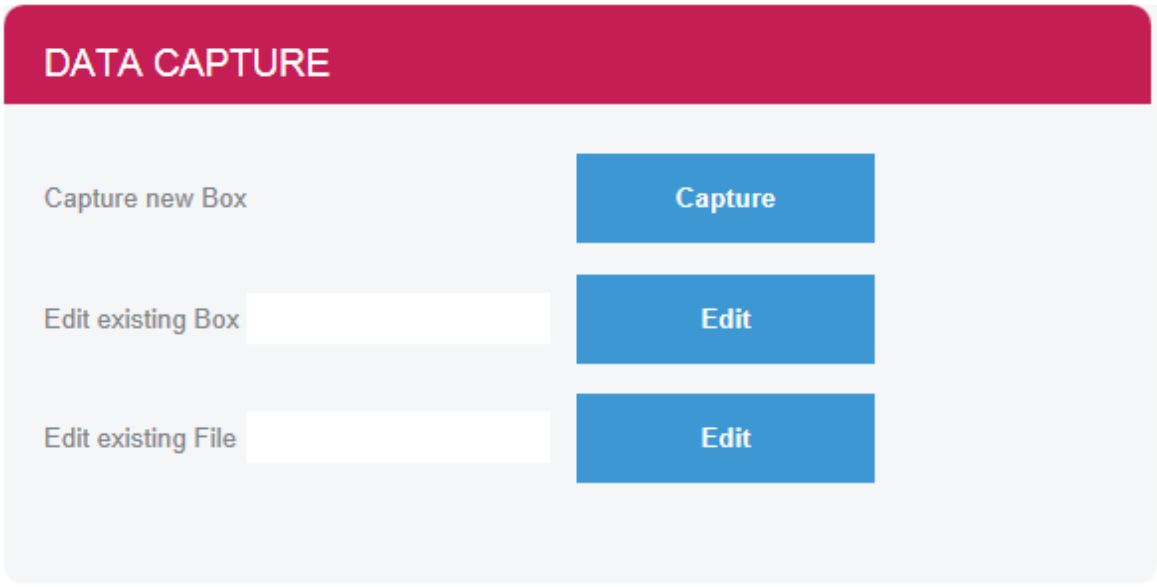
To view captured files select **File List** button, this will allow you to view captured files and continue to add more files by selecting the **Capture New File** button or **Back to Box** button to edit box or capture a new box.

Capture details can be modified by selecting the **Edit** button or removed from box by selecting the **Delete** button



3.6.2 Edit a Box/File





Type or Scan the Metrofile box number in the Edit existing Box section provided and click on the **Edit** button, this will open the box capture screen and existing data will be displayed.

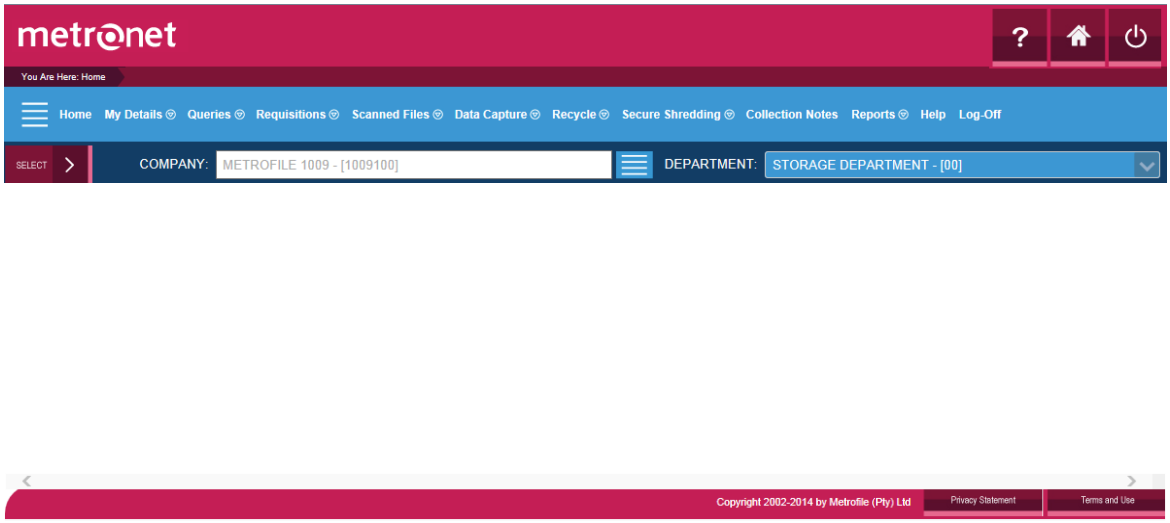
Type or Scan the Metrofile file number in the Edit existing File section provided and click on the **Edit** button,this will open the file capture screen and existing data will be displayed.

Capture new Box will take you directly to this option, click on the **Capture** button.

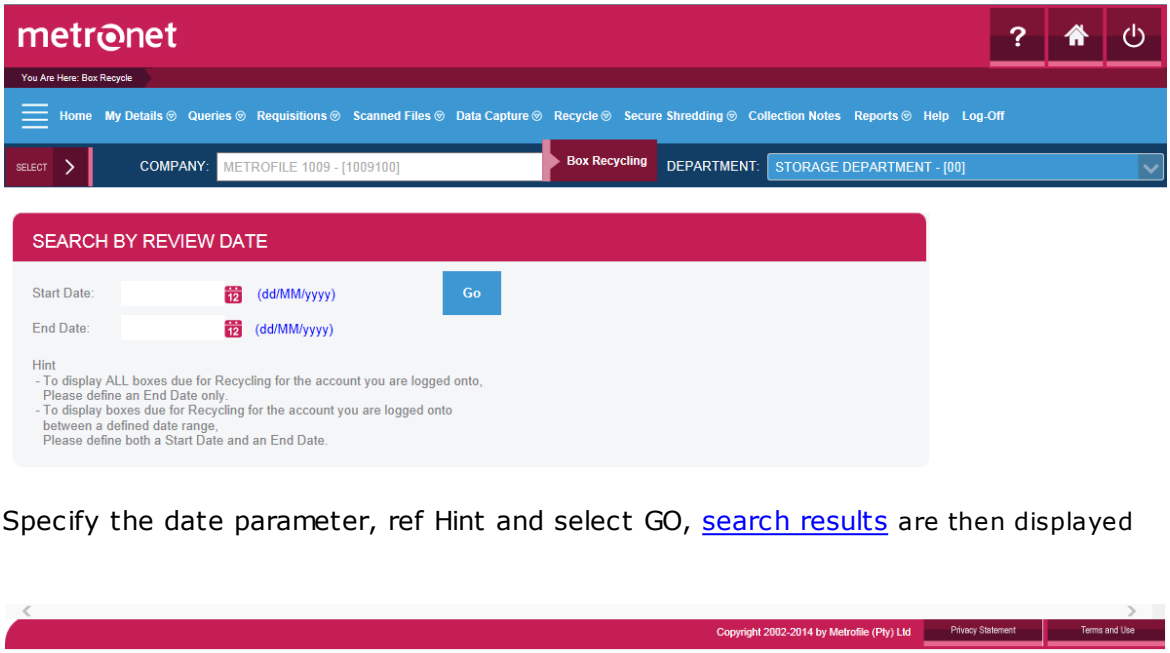
3.7 Recycle

Please Note : Security option is available for those permitted to access the Recycle Module

This option is to be **used with caution** as once the requested is received by Metrofile the content of the box will no longer be accessible.

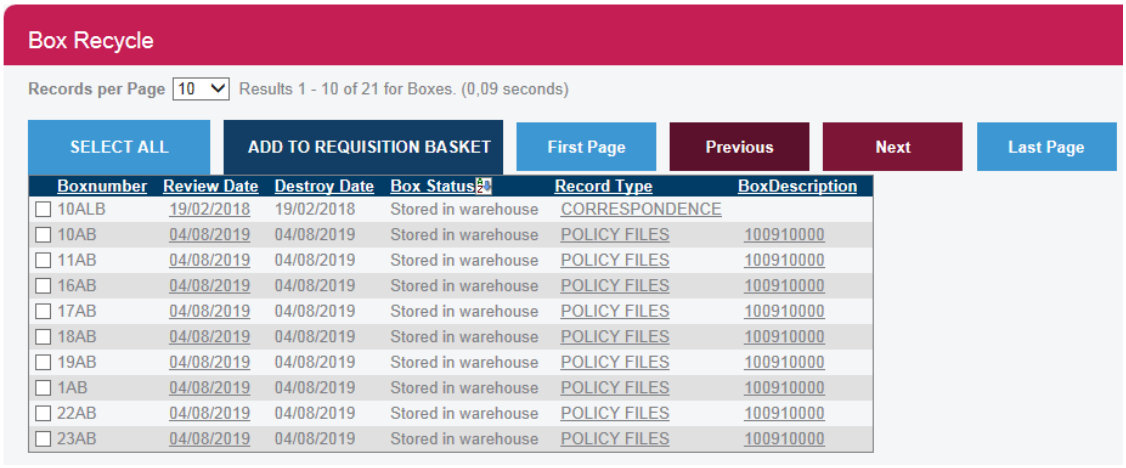


3.7.1 Box Recycle



Specify the date parameter, ref Hint and select GO, search results are then displayed

3.7.1.1 Search Results

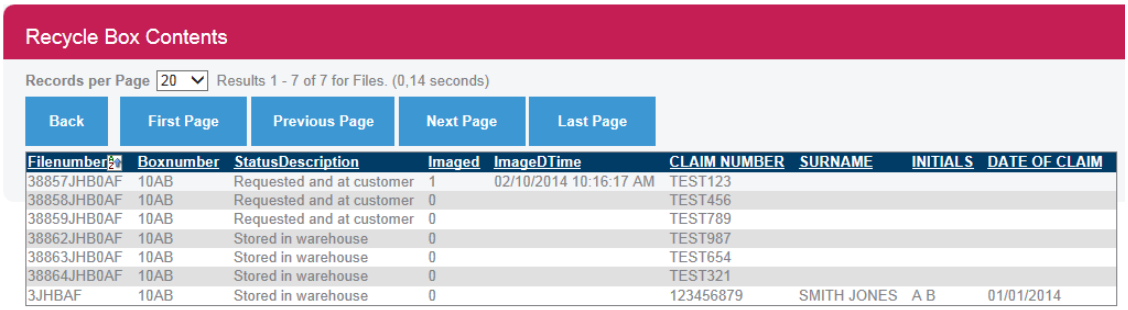

Box Recycle
Records per Page 10
Results 1 - 10 of 21 for Boxes. (0,09 seconds)
SELECT ALL
ADD TO REQUISITION BASKET
First Page
Previous
Next
Last Page
Boxnumber Review Date Destroy Date Box Status Record Type BoxDescription
10ALB 19/02/2018 19/02/2018 Stored in warehouse CORRESPONDENCE
10AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
11AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
16AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
17AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
18AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
19AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
1AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
22AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000
23AB 04/08/2019 04/08/2019 Stored in warehouse POLICY FILES 100910000

Review Date can be modified by selecting the link to the review date, type the new date
format dd/mm/yyyy select the button to save or the button to cancel edit.

Destroy date cannot be modified, integrity of the destruction date must be maintained for the customer and their (RMO) Records Management Officer in line with their defined file plan.

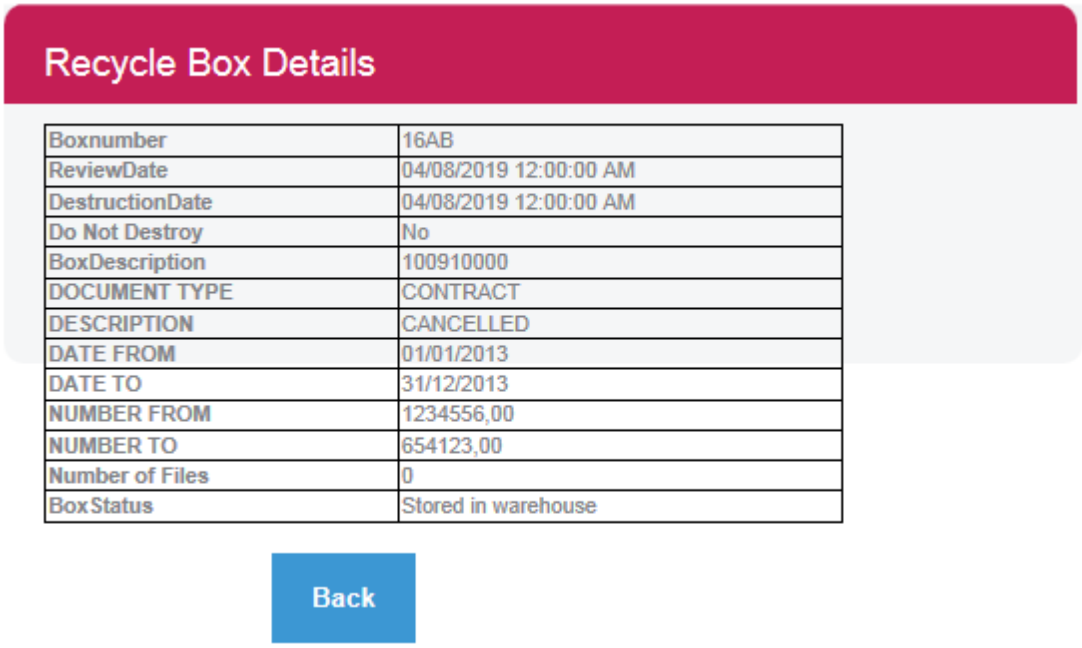
Boxes which are available for requisitions will have a button next to each box number and
the status 'Stored in warehouse'.
Select the individual box or Select All, followed by the Add to requisition basket button.

To view the content of a box as captured by file number select the link to the Record Type i.e. CORRESPONDENCE



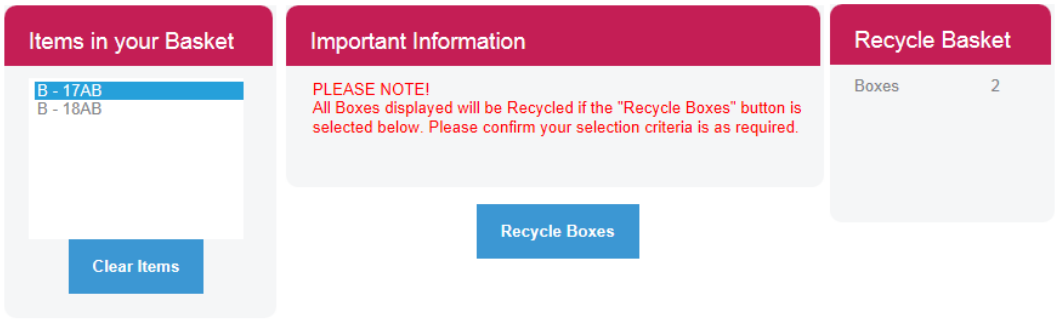
Filenumber	Boxnumber	StatusDescription	Imaged	ImageDTime	CLAIM NUMBER	SURNAME	INITIALS	DATE OF CLAIM
38857JHB0AF	10AB	Requested and at customer	1	02/10/2014 10:16:17 AM	TEST123			
38858JHB0AF	10AB	Requested and at customer	0		TEST456			
38859JHB0AF	10AB	Requested and at customer	0		TEST789			
38862JHB0AF	10AB	Stored in warehouse	0		TEST987			
38863JHB0AF	10AB	Stored in warehouse	0		TEST654			
38864JHB0AF	10AB	Stored in warehouse	0		TEST321			
3JHBAF	10AB	Stored in warehouse	0		123456879	SMITH JONES	A B	01/01/2014

To view content of a box as captured against the box select the link to the Box Description i.e. 100910000



Boxnumber	16AB
ReviewDate	04/08/2019 12:00:00 AM
DestructionDate	04/08/2019 12:00:00 AM
Do Not Destroy	No
BoxDescription	100910000
DOCUMENT TYPE	CONTRACT
DESCRIPTION	CANCELLED
DATE FROM	01/01/2013
DATE TO	31/12/2013
NUMBER FROM	1234556,00
NUMBER TO	654123,00
Number of Files	0
Box Status	Stored in warehouse

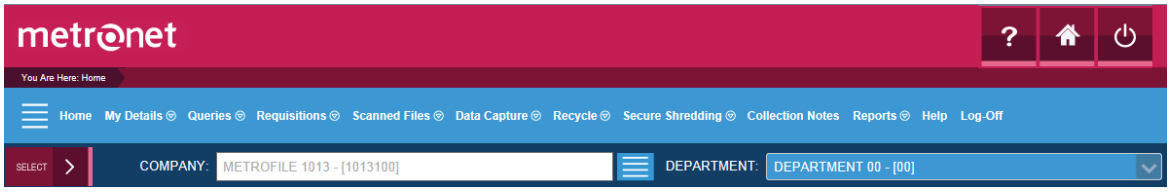
Select the Recycle Boxes button or Clear Items to abort. If you should leave this page you can return to the Recycle Basket by searching and selecting the Add to requisition basket button.


Items in your Basket
B - 17AB
B - 18AB
Clear Items
Important Information
PLEASE NOTE!
All Boxes displayed will be Recycled if the "Recycle Boxes" button is selected below. Please confirm your selection criteria is as required.
Recycle Boxes
Recycle Basket
Boxes 2

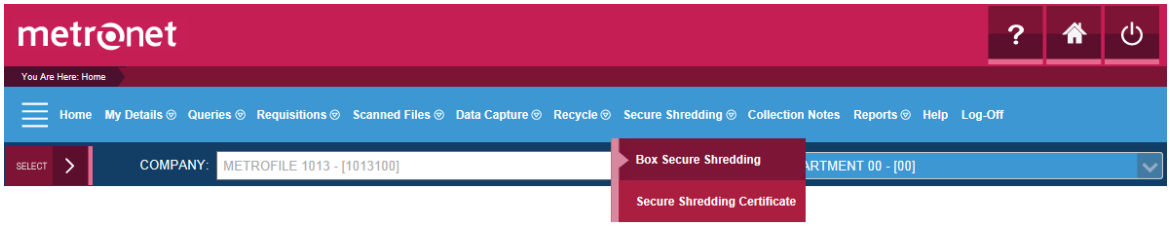
3.8 Secure Shredding

Please Note : Security option is available for those permitted to access the Secure Destructions Module

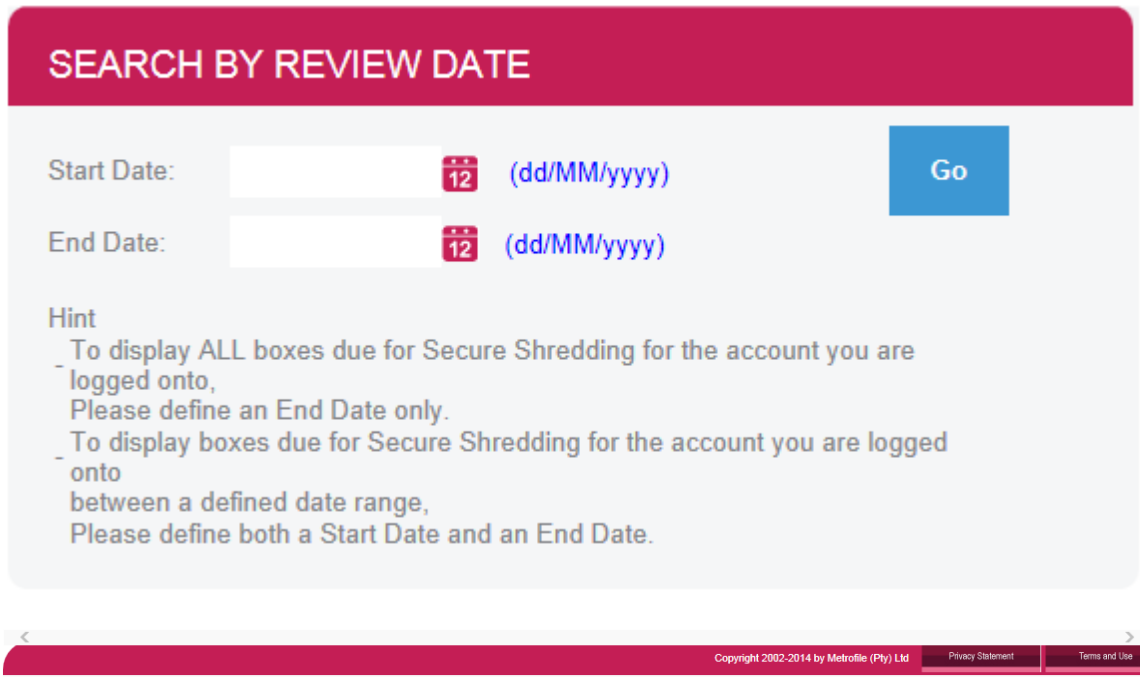
This option is to be **used with caution** as once the requested is received by Metrofile the content of the box will no longer be accessible.
Box and Contents Shredded



3.8.1 Box Secure Shredding



Specify the date parameter, ref Hint and select GO, search results are then displayed


SEARCH BY REVIEW DATE
Start Date:
(dd/MM/yyyy)
Go
End Date:
(dd/MM/yyyy)
Hint
To display ALL boxes due for Secure Shredding for the account you are logged onto,
Please define an End Date only.
To display boxes due for Secure Shredding for the account you are logged onto
between a defined date range,
Please define both a Start Date and an End Date.
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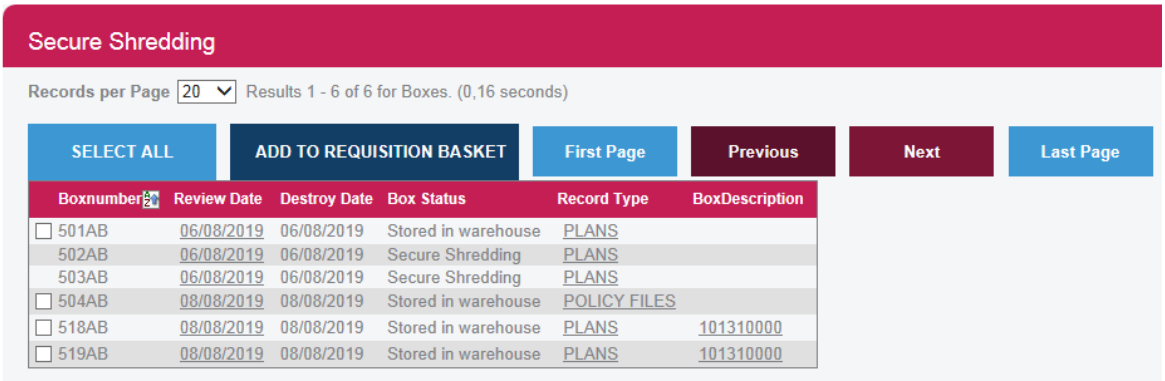
Privacy Statement
Terms and Use

3.8.1.1 Search Results

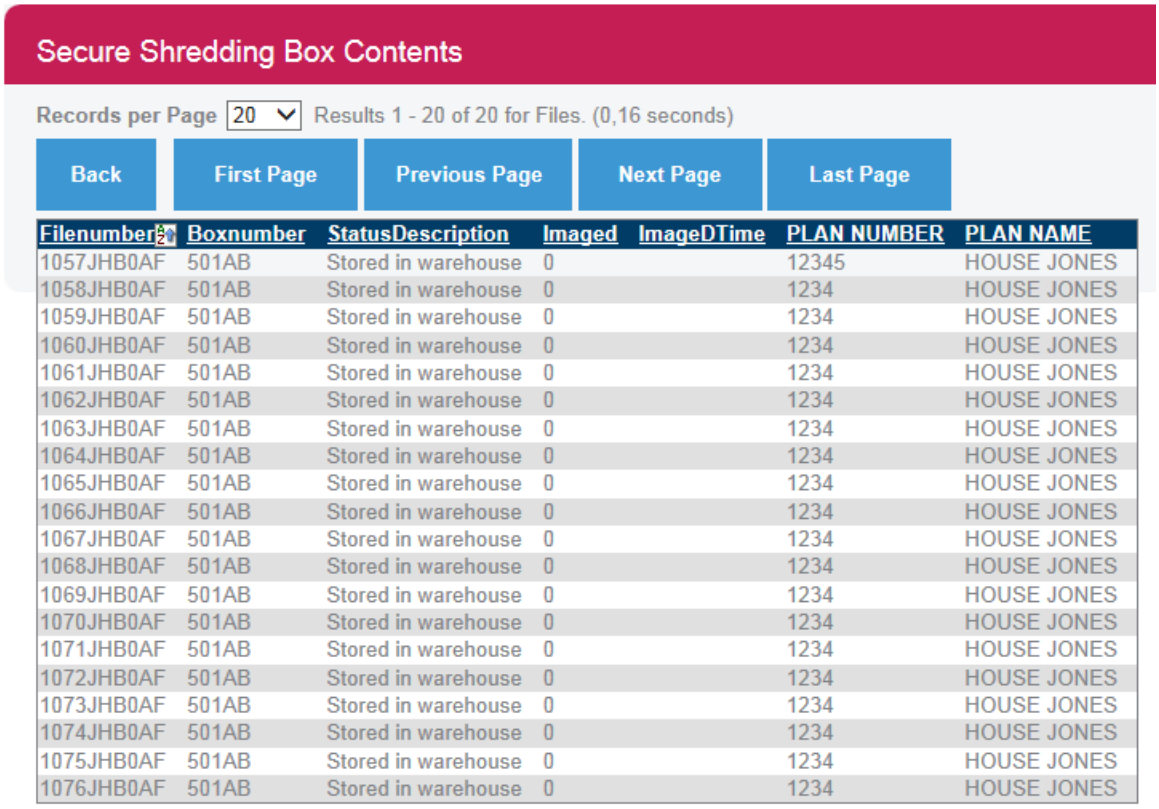


Review Date can be modified by selecting the link to the review date, type the new date
format dd/mm/yyyy select the button to save or the button to cancel edit.

Destroy date cannot be modified, integrity of the destruction date must be maintained for the customer and their (RMO) Records Management Officer in line with their defined file plan.

Boxes which are available for requisitions will have a button next to each box number and
the status 'Stored in warehouse'.
Select the individual box or Select All, followed by the Add to requisition basket button.

To view the content of a box as captured by file number select the link to the Record Type i.e. PLANS



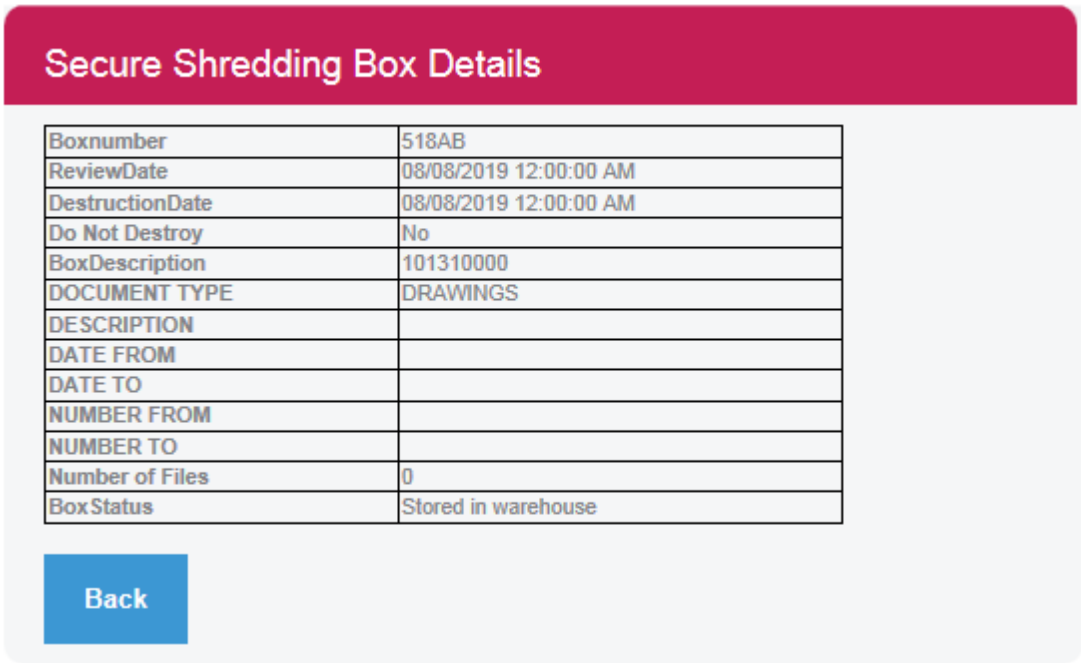
Secure Shredding Box Contents

Records per Page 20 Results 1 - 20 of 20 for Files. (0,16 seconds)

Back | First Page | Previous Page | Next Page | Last Page

Filenumber	Boxnumber	StatusDescription	Imaged	ImageDTime	PLAN NUMBER	PLAN NAME
1057JHB0AF	501AB	Stored in warehouse	0		12345	HOUSE JONES
1058JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1059JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1060JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1061JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1062JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1063JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1064JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1065JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1066JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1067JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1068JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1069JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1070JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1071JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1072JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1073JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1074JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1075JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES
1076JHB0AF	501AB	Stored in warehouse	0		1234	HOUSE JONES

To view content of a box as captured against the box select the link to the Box Description i.e. 101310000



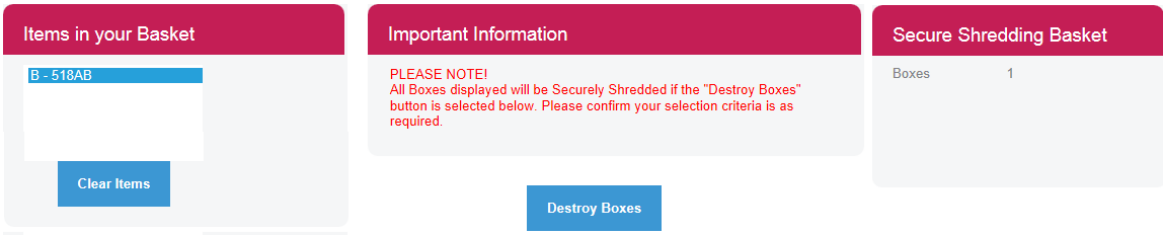
Secure Shredding Box Details

Boxnumber	518AB
ReviewDate	08/08/2019 12:00:00 AM
DestructionDate	08/08/2019 12:00:00 AM
Do Not Destroy	No
BoxDescription	101310000
DOCUMENT TYPE	DRAWINGS
DESCRIPTION	
DATE FROM	
DATE TO	
NUMBER FROM	
NUMBER TO	
Number of Files	0
Box Status	Stored in warehouse

Back

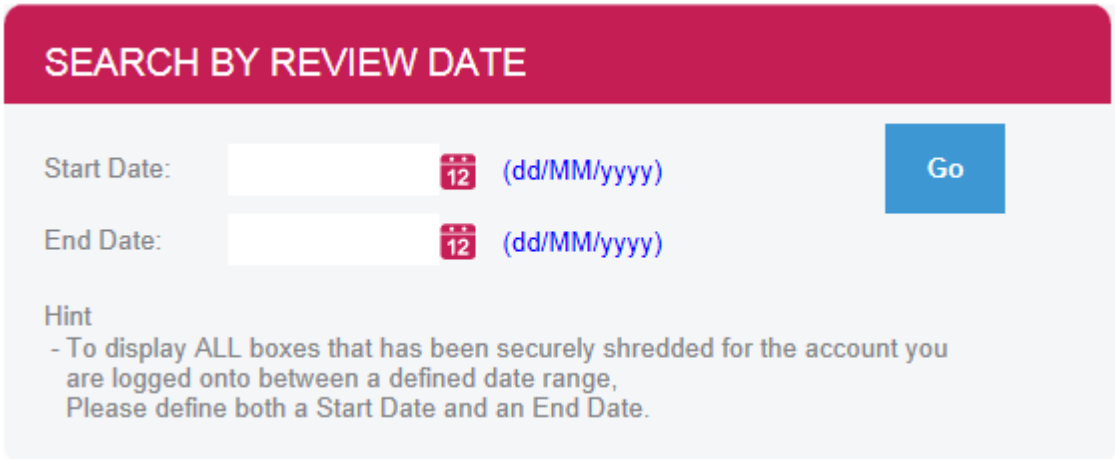
Select the Destroy Boxes button or Clear Items to abort. If you should leave this page you can return to the Secure Shredding Basket by searching and selecting the Add to

requisition basket button.

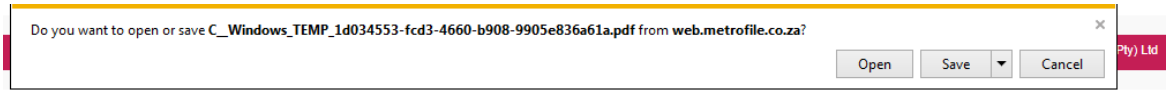

Items in your Basket
B - 518AB
Clear Items
Important Information
PLEASE NOTE!
All Boxes displayed will be Securely Shredded if the "Destroy Boxes" button is selected below. Please confirm your selection criteria is as required.
Destroy Boxes
Secure Shredding Basket
Boxes 1

3.8.2 Secure Shredding Certificate

Specify the date parameter, ref Hint and select GO, search results are then displayed


SEARCH BY REVIEW DATE
Start Date:
(dd/MM/yyyy)
End Date:
(dd/MM/yyyy)
Go
Hint
- To display ALL boxes that has been securely shredded for the account you are logged onto between a defined date range,
Please define both a Start Date and an End Date.

Follow the on screen instructions:



metrofile

CLEARDATA

Secure Shredding Certificate

Print Date 31/10/2014

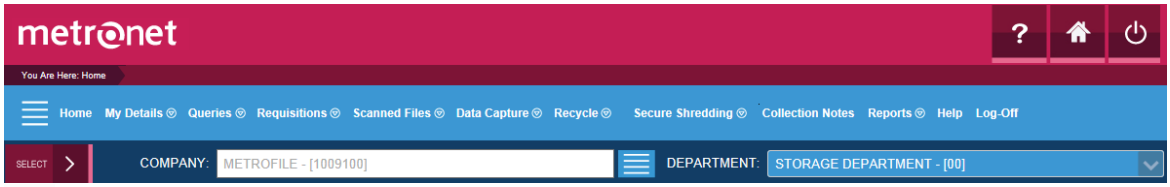
We hereby confirm that the boxes/files as listed herewith have been purged from our systems and Securely Shredded in accordance with your written instructions

Page 1 of 1

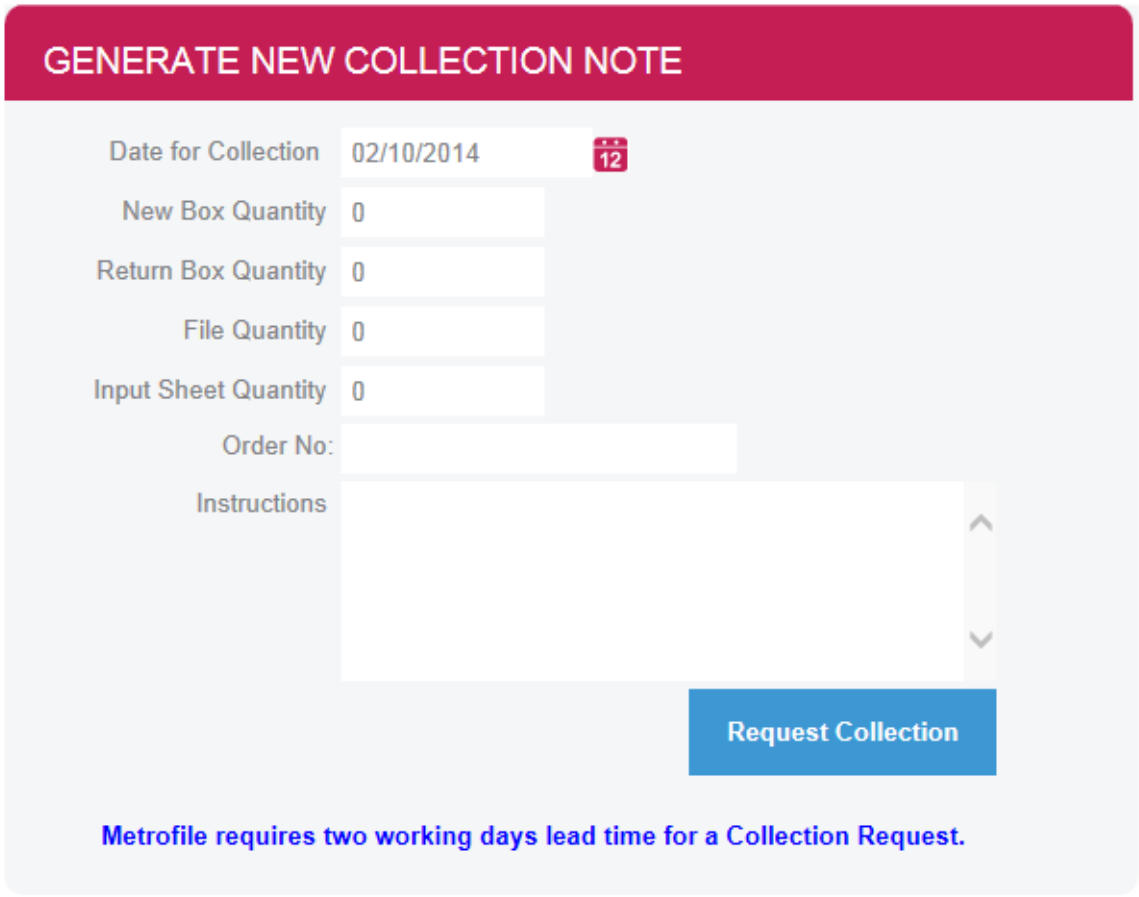
Box/File Number	Region	Code	Company	Dept	Department Name	Date Completed
1124JHB0AF	JHB	101310	METROFILE	00	DEPARTMENT 00	24/10/2014 12:28:59PM
1125JHB0AF	JHB	101310	METROFILE	00	DEPARTMENT 00	24/10/2014 12:28:59PM
1126JHB0AF	JHB	101310	METROFILE	00	DEPARTMENT 00	24/10/2014 12:28:59PM
502AB	JHB	101310	METROFILE	00	DEPARTMENT 00	24/10/2014 12:28:59PM
503AB	JHB	101310	METROFILE	00	DEPARTMENT 00	24/10/2014 12:28:59PM

Total Boxes: 2 Total Files: 3

3.9 Collection Notes



Metrofile requires two working days lead time for a Collection Request.
By default the Date for collection has been configured with this requirement.
User will be warned if the date selected is a weekend or public holiday

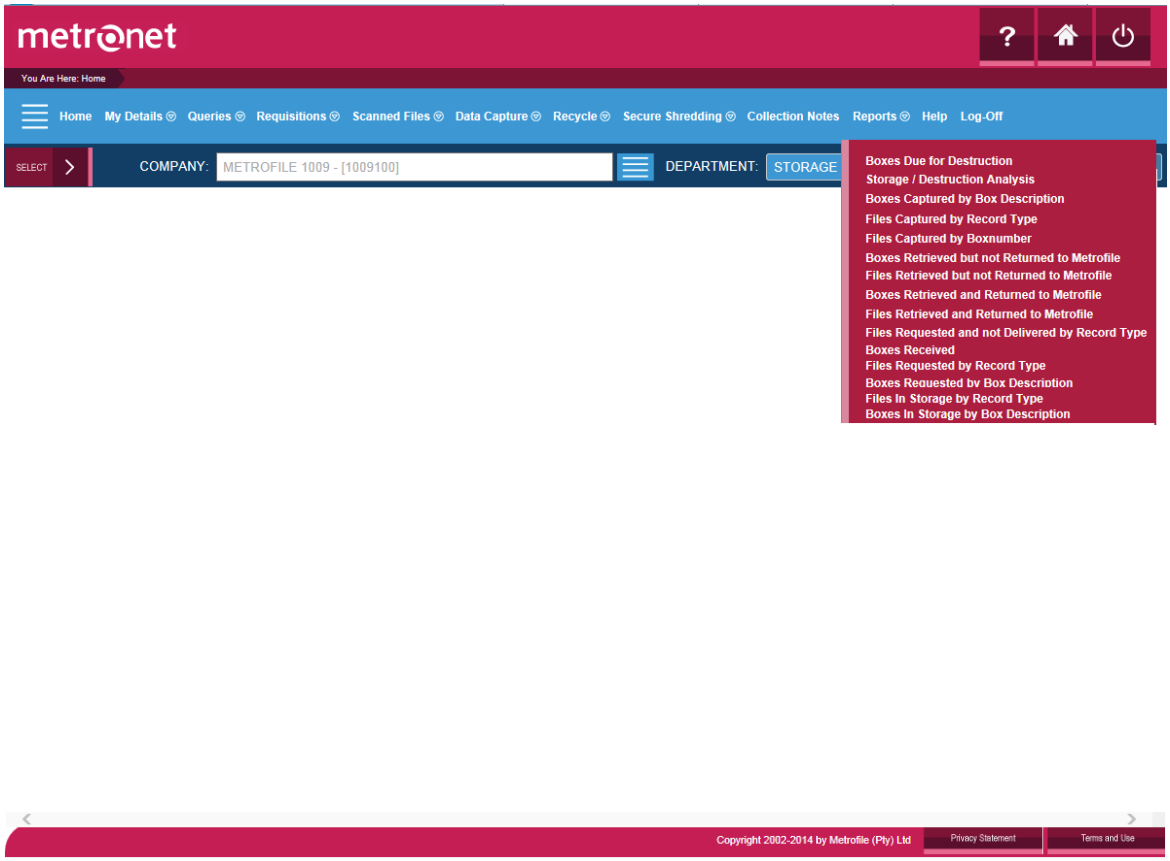


Insert the appropriate qty based on the options available, note the system defaults to zero where option is not required, if you remove the zero value the system is will prompt '*' for a value or zero to be entered.
Instructions are required '*'

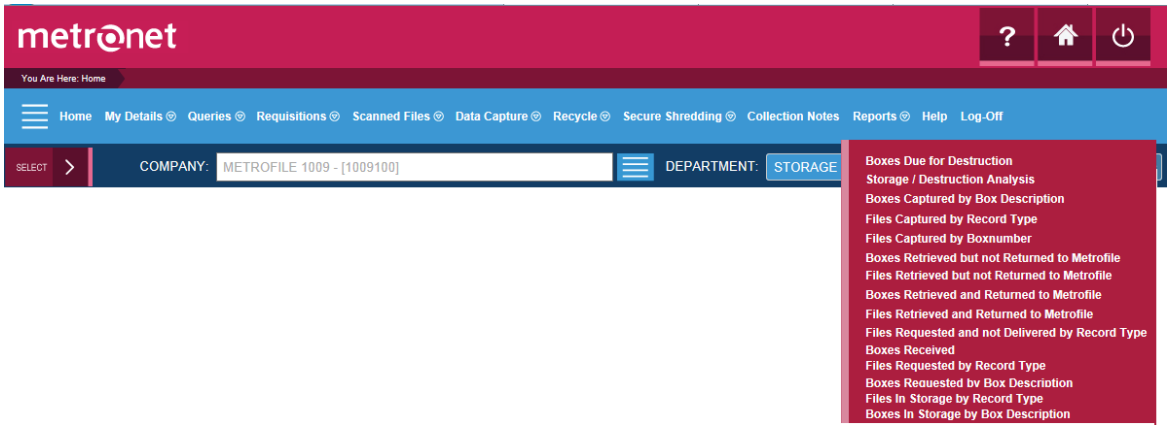
Select the **Request Collection** button.

You will receive a confirmation reference number and email confirmation, quote number if you have any queries

3.10 Reports


metronet
You Are Here: Home
Home
My Details
Queries
Requisitions
Scanned Files
Data Capture
Recycle
Secure Shredding
Collection Notes
Reports
Help
Log-Off
SELECT
COMPANY:
METROFILE 1009 - [1009100]
DEPARTMENT:
STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description
Copyright 2002-2014 by Metrofile (Pty) Ltd
Privacy Statement
Terms and Use

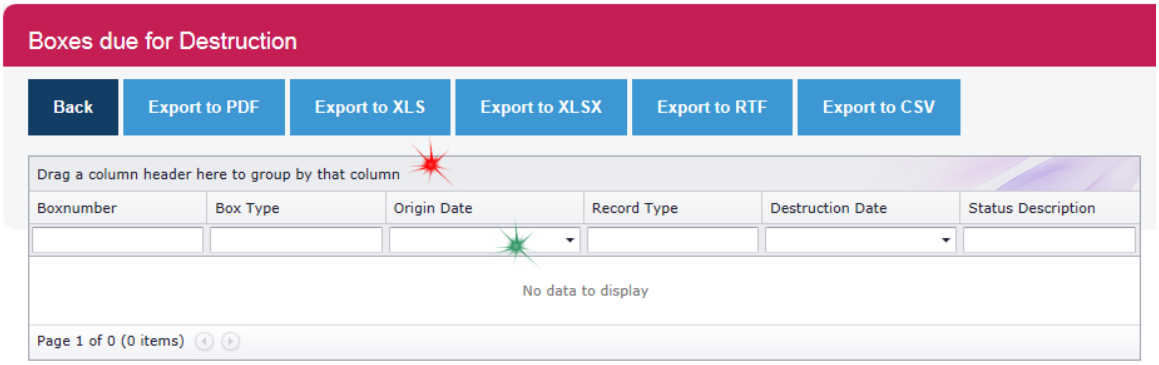
3.10.1 Boxes Due for Destruction


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description

Boxes currently due for destruction returns all boxes where the destruction date is below or equal to the current date.

Boxes due for Destruction in the next 3 months looks forward from the current date.

To view the results select an option and the **GO** button.



The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

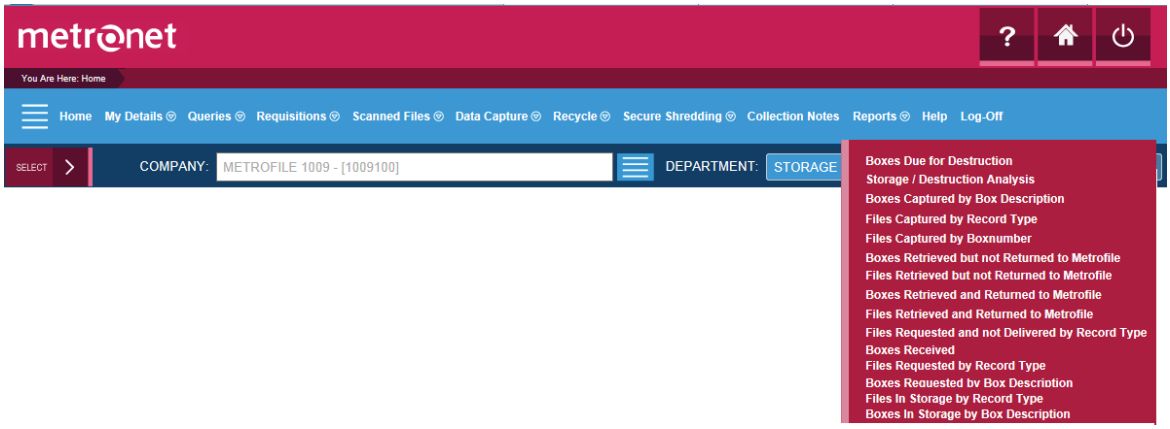
Drag a column header to group by that column to area indicated *

The results can be filtered input meta data or use calendar option where available *

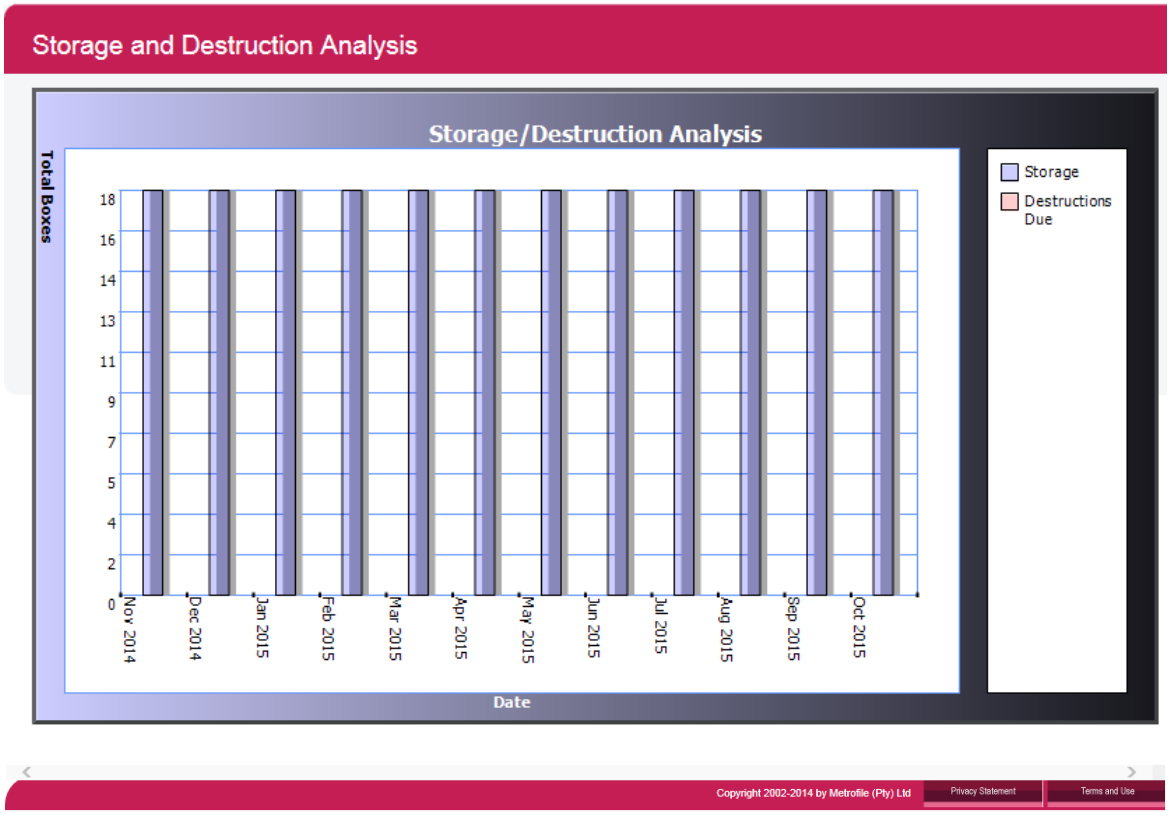
The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

Click **Back** to return to revise criteria.

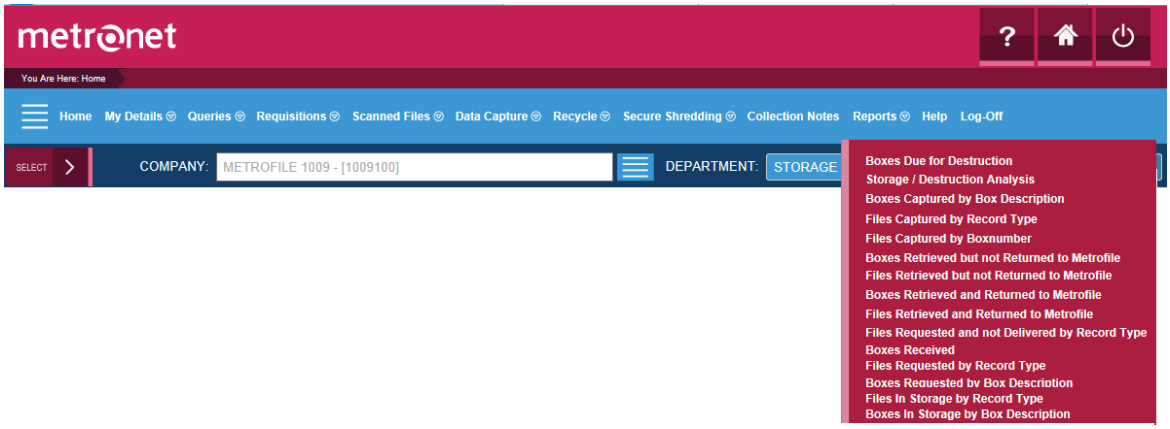
3.10.2 Storage/Destruction Analysis

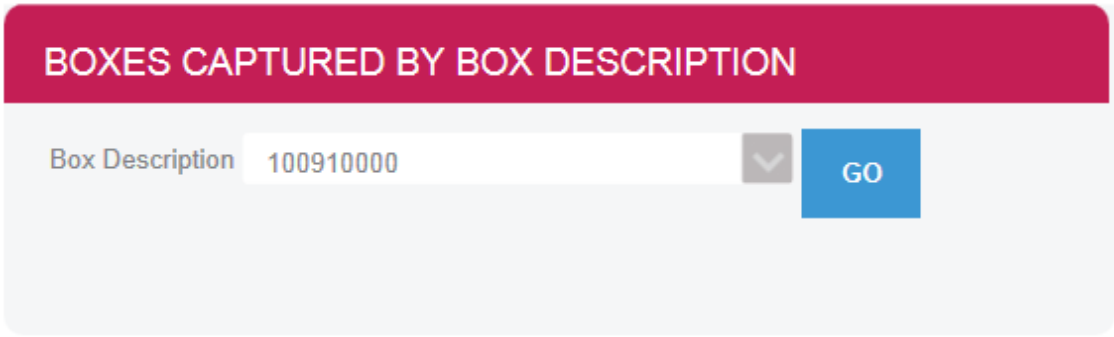


Graph representing the storage in relation to the boxes due for destruction using the current month looking forward per month/quarter for 12 month period.

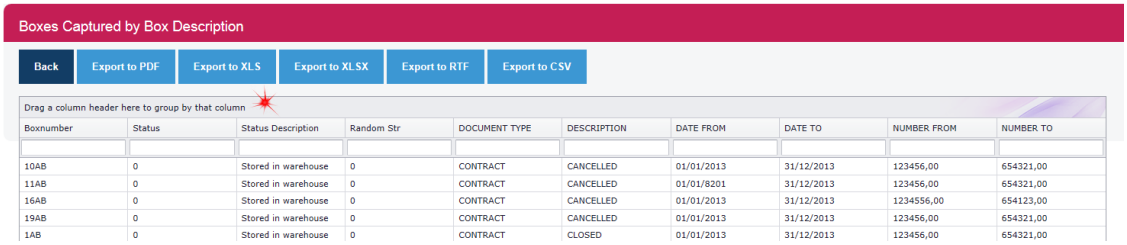


3.10.3 Boxes Captured by Box Description


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Select a box description from the drop down listing then select the **GO** button.


Boxes Captured by Box Description
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Boxnumber Status Status Description Random Str DOCUMENT TYPE DESCRIPTION DATE FROM DATE TO NUMBER FROM NUMBER TO
10AB 0 Stored in warehouse 0 CONTRACT CANCELLED 01/01/2013 31/12/2013 123456,00 654321,00
11AB 0 Stored in warehouse 0 CONTRACT CANCELLED 01/01/8201 31/12/2013 123456,00 654321,00
16AB 0 Stored in warehouse 0 CONTRACT CANCELLED 01/01/2013 31/12/2013 1234556,00 654123,00
19AB 0 Stored in warehouse 0 CONTRACT CANCELLED 01/01/2013 31/12/2013 123456,00 654321,00
1AB 0 Stored in warehouse 0 CONTRACT CLOSED 01/01/2013 31/12/2013 123456,00 654321,00

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

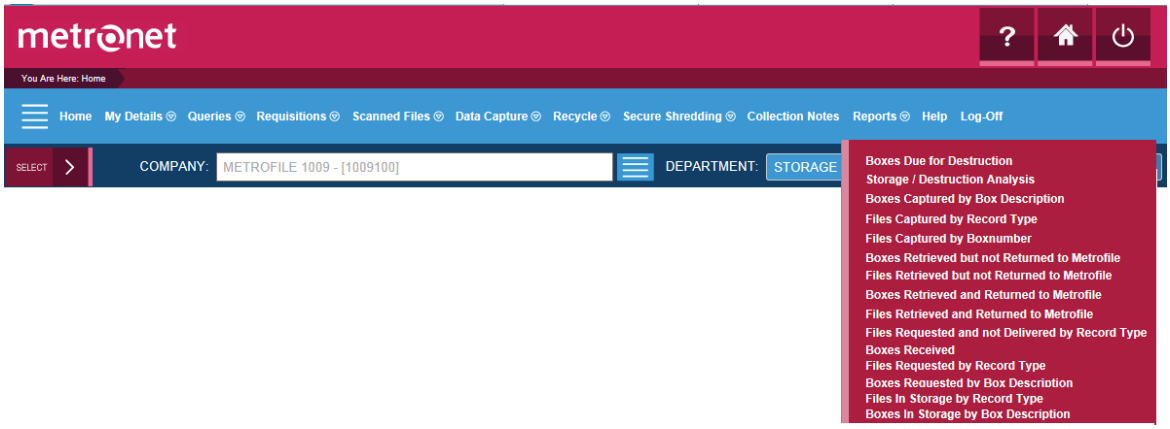
Drag a column header to group by that column to area indicated *

The results can be filtered input meta data or use calendar option where available *

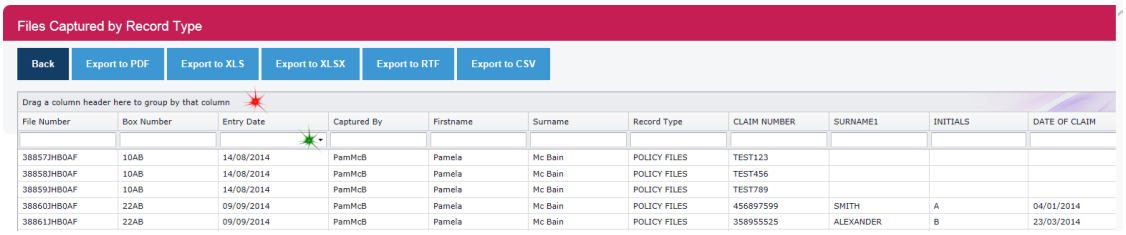
The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

Click **Back** to return to revise criteria.

3.10.4 Files Captured by Record Type


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description

Select a Record Type from the drop down listing, date range must be specified, then select the **GO** button.


Files Captured by Record Type
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
File Number | Box Number | Entry Date | Captured By | Firstname | Surname | Record Type | CLAIM NUMBER | SURNAME1 | INITIALS | DATE OF CLAIM
38857JHB0AF | 10AB | 14/08/2014 | PamMcB | Pamela | Mc Bain | POLICY FILES | TEST123
38858JHB0AF | 10AB | 14/08/2014 | PamMcB | Pamela | Mc Bain | POLICY FILES | TEST456
38859JHB0AF | 10AB | 14/08/2014 | PamMcB | Pamela | Mc Bain | POLICY FILES | TEST789
38860JHB0AF | 22AB | 09/09/2014 | PamMcB | Pamela | Mc Bain | POLICY FILES | 456897599 | SMITH | A | 04/01/2014
38861JHB0AF | 22AB | 09/09/2014 | PamMcB | Pamela | Mc Bain | POLICY FILES | 358955525 | ALEXANDER | B | 23/03/2014

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

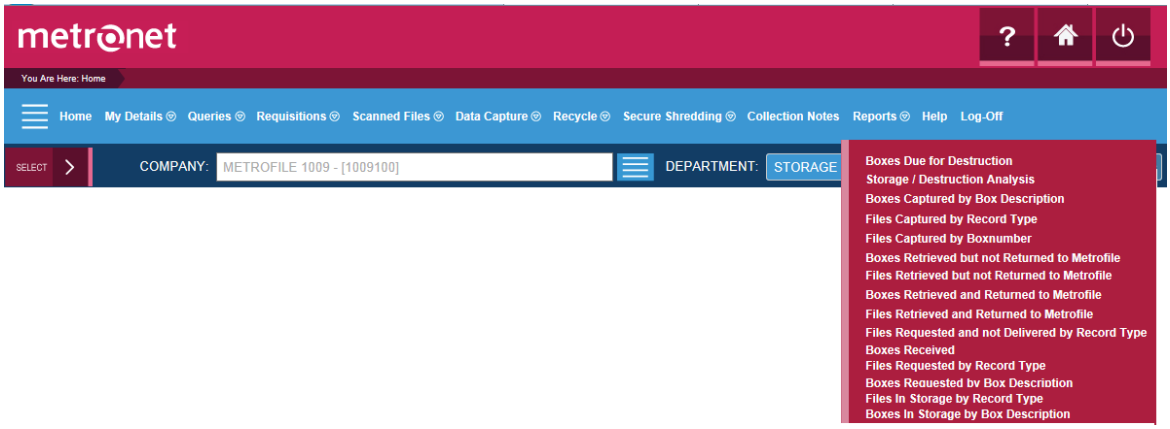
Drag a column header to group by that column to area indicated *

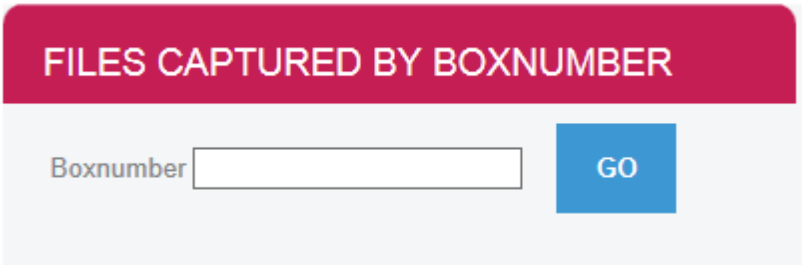
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

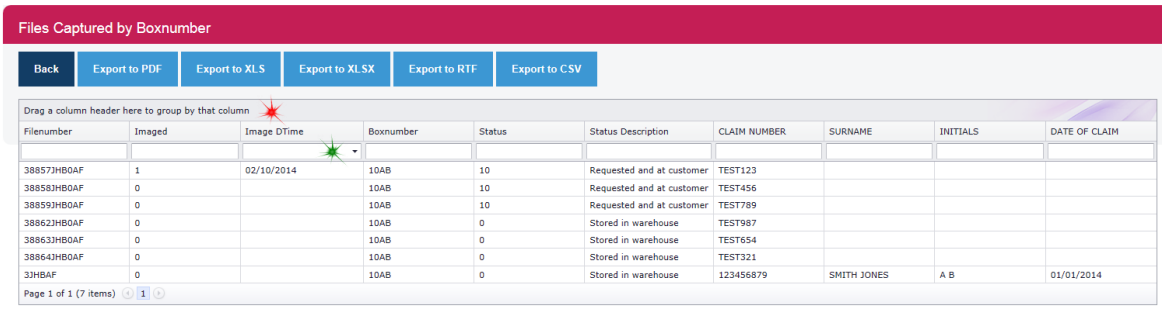
Click **Back** to return to revise criteria.

3.10.5 Files Captured by Boxnumber


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Insert box number then select the **GO** button the content of the box captured using file labels and Record Type will be displayed.


Files Captured by Boxnumber
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Filenumber Imaged Image DTime Boxnumber Status Status Description CLAIM NUMBER SURNAME INITIALS DATE OF CLAIM
38857JHB0AF 1 02/10/2014 10AB 10 Requested and at customer TEST123
38858JHB0AF 0 10AB 10 Requested and at customer TEST456
38859JHB0AF 0 10AB 10 Requested and at customer TEST789
38862JHB0AF 0 10AB 0 Stored in warehouse TEST987
38863JHB0AF 0 10AB 0 Stored in warehouse TEST654
38864JHB0AF 0 10AB 0 Stored in warehouse TEST321
3JHBAF 0 10AB 0 Stored in warehouse 123456879 SMITH JONES A B 01/01/2014
Page 1 of 1 (7 items)

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

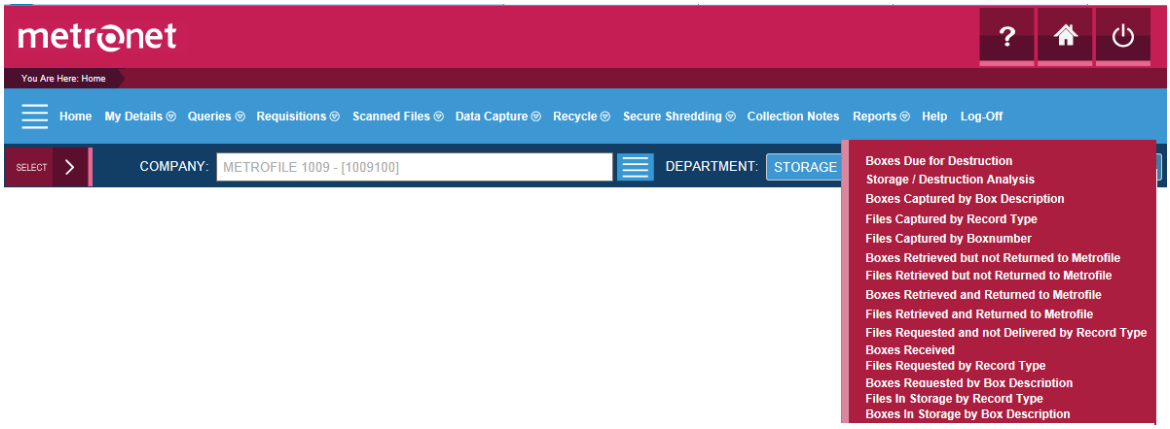
Drag a column header to group by that column to area indicated *

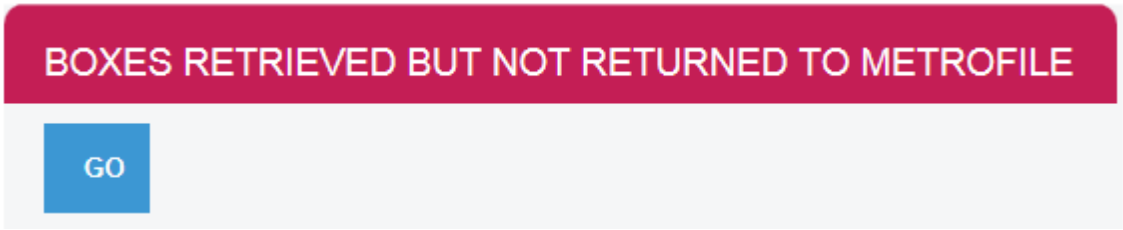
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

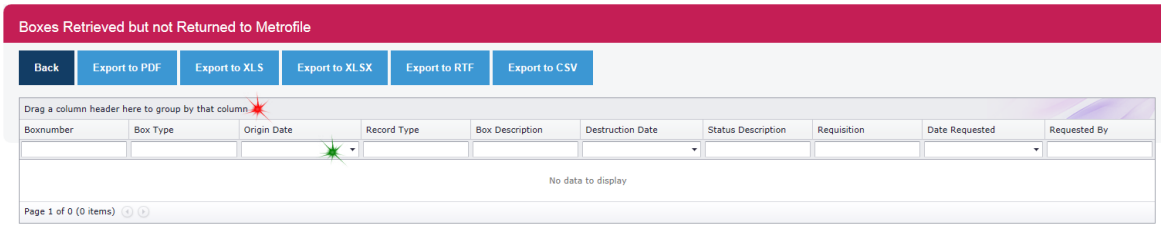
Click **Back** to return to revise criteria.

3.10.6 Boxes Retrieved and Not Returned to Metrofile





Boxes retrieved from storage not yet returned to Metrofile, select **GO** button.



The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

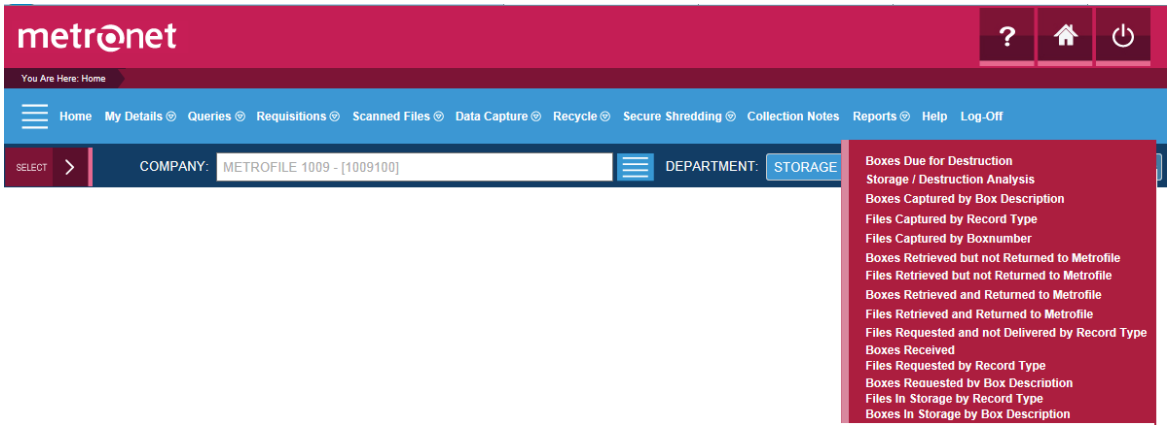
Drag a column header to group by that column to area indicated *

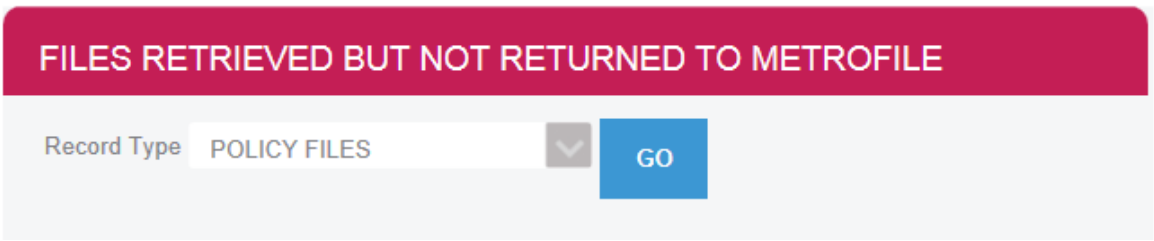
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

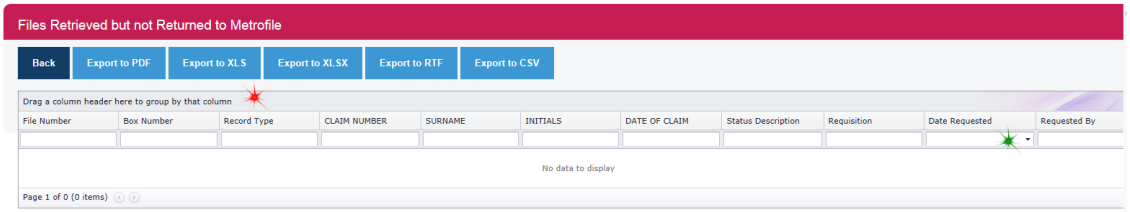
Click **Back** to return to revise criteria.

3.10.7 Files Retrieved and Not Returned to Metrofile


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Select a Record Type from the drop down listing then select the **GO** button.



The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

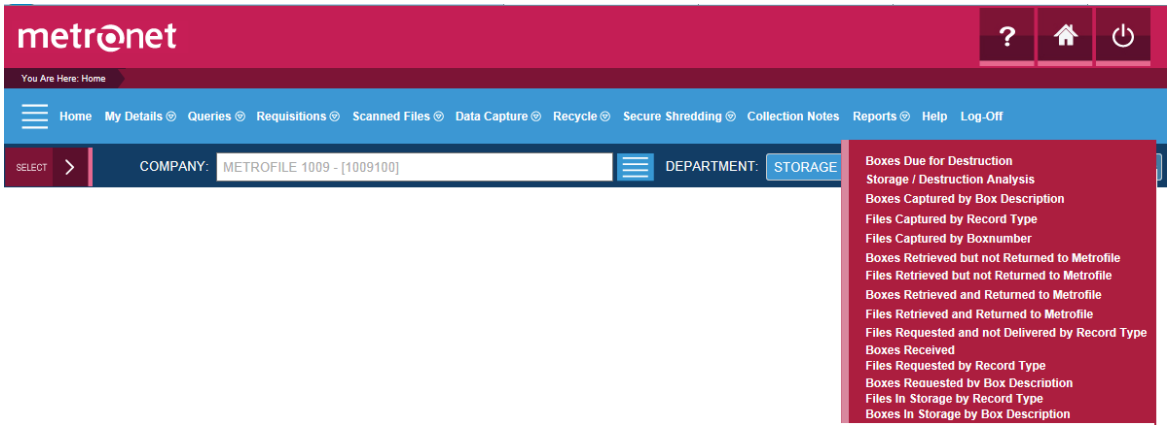
Drag a column header to group by that column to area indicated *

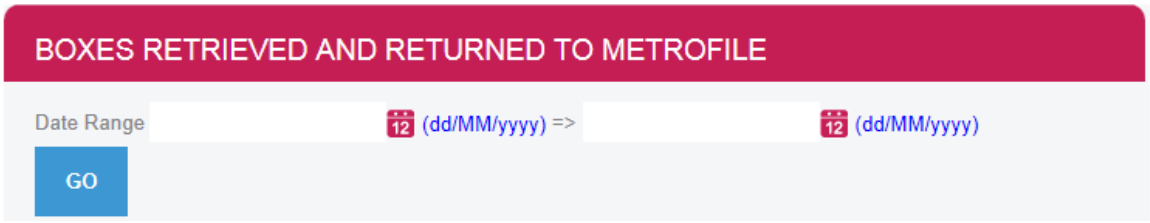
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

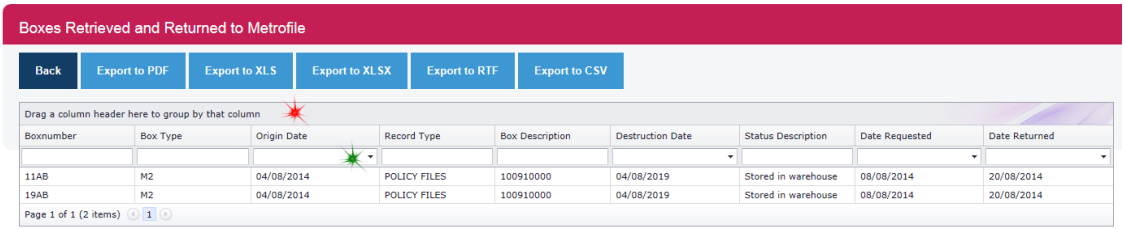
Click **Back** to return to revise criteria.

3.10.8 Boxes Retrieved and Returned to Metrofile


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Select date range using calendar options then select the **GO** button.


Boxes Retrieved and Returned to Metrofile
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Boxnumber
Box Type
Origin Date
Record Type
Box Description
Destruction Date
Status Description
Date Requested
Date Returned
11AB M2 04/08/2014 POLICY FILES 100910000 04/08/2019 Stored in warehouse 08/08/2014 20/08/2014
19AB M2 04/08/2014 POLICY FILES 100910000 04/08/2019 Stored in warehouse 08/08/2014 20/08/2014
Page 1 of 1 (2 items)

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

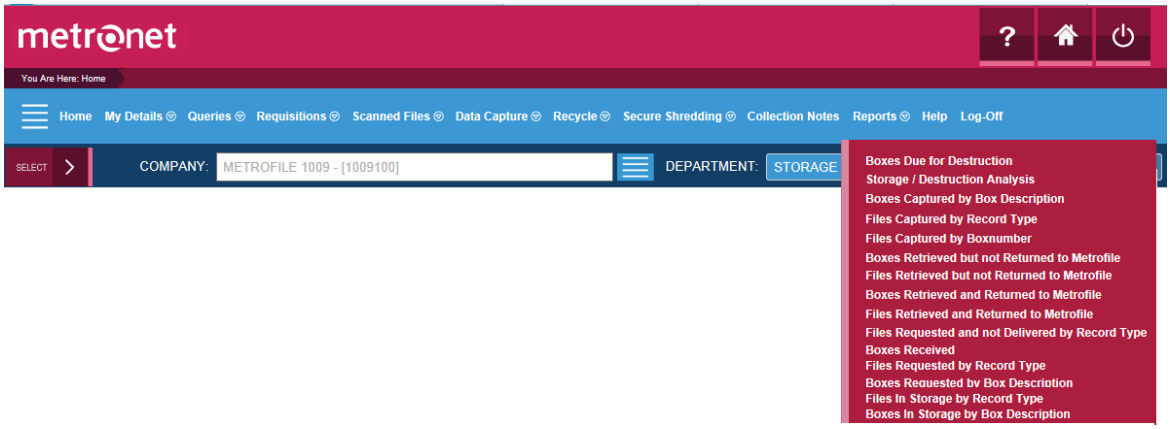
Drag a column header to group by that column to area indicated *

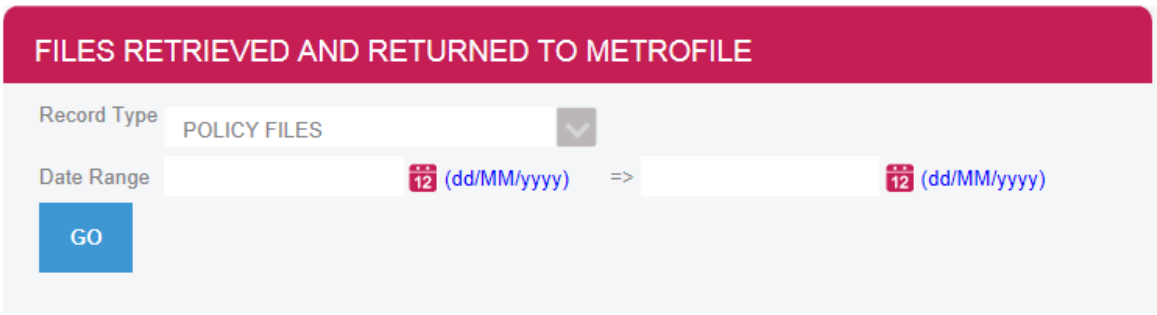
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

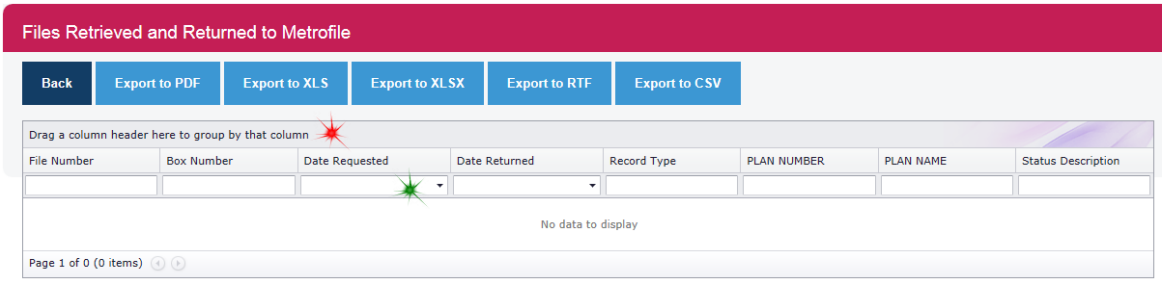
Click **Back** to return to revise criteria.

3.10.9 Files Retrieved and Returned to Metrofile


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Select a Record Type from the drop down listing, date range must be specified, then select the **GO** button



The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

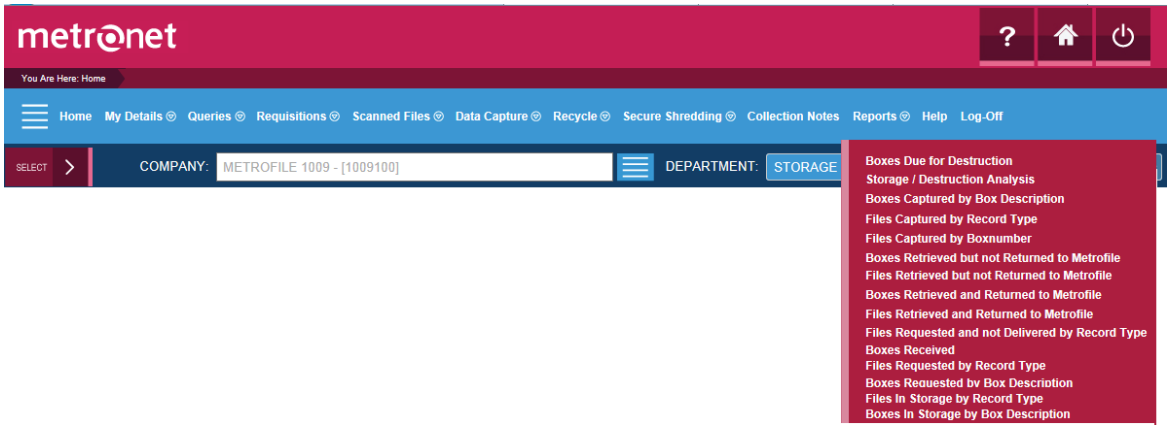
Drag a column header to group by that column to area indicated *

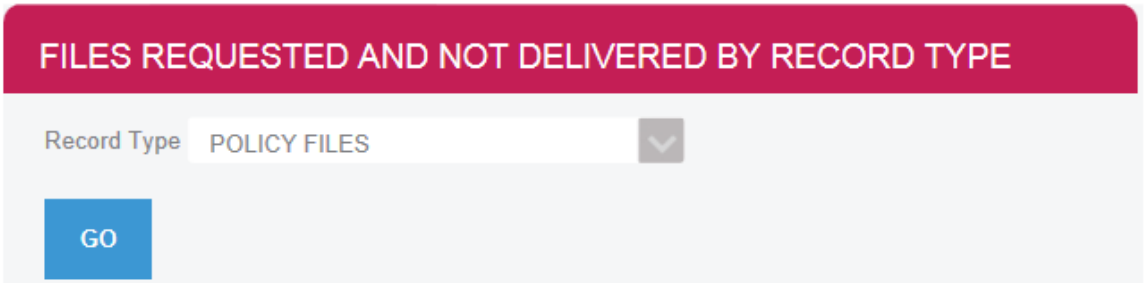
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

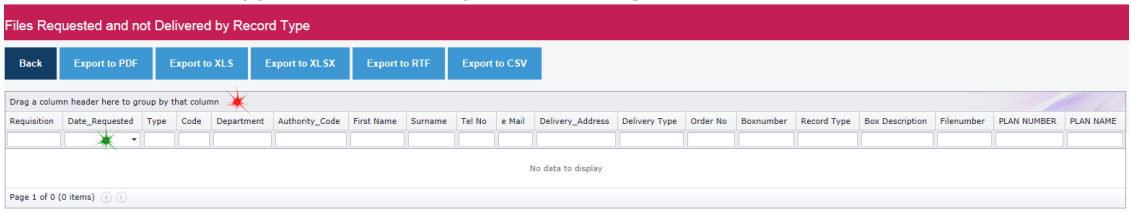
Click **Back** to return to revise criteria.

3.10.10 Files Requested and not Delivered by Record Type


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Select a Record Type from the drop down listing, then select the **GO** button.


Files Requested and not Delivered by Record Type
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Requisition Date_Requested Type Code Department Authority_Code First Name Surname Tel No e Mail Delivery_Address Delivery Type Order No Boxnumber Record Type Box Description Filenumber PLAN NUMBER PLAN NAME
No data to display
Page 1 of 0 (0 items)

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

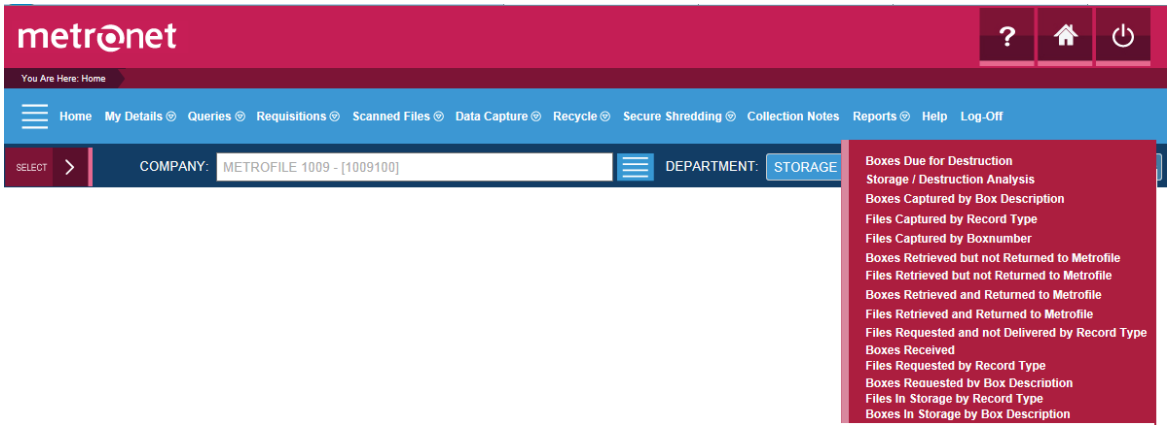
Drag a column header to group by that column to area indicated *

The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

Click **Back** to return to revise criteria.

3.10.11 Boxes Received


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description

Select date range using calendar options then select the **GO** button.

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

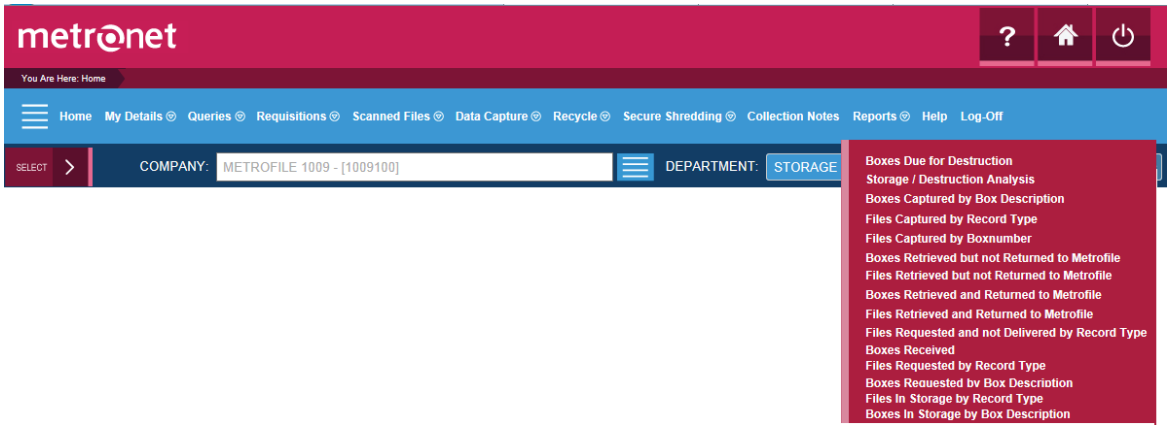
Drag a column header to group by that column to area indicated *

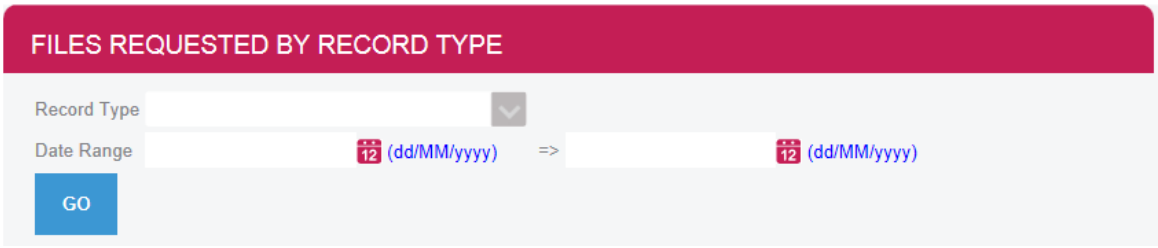
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

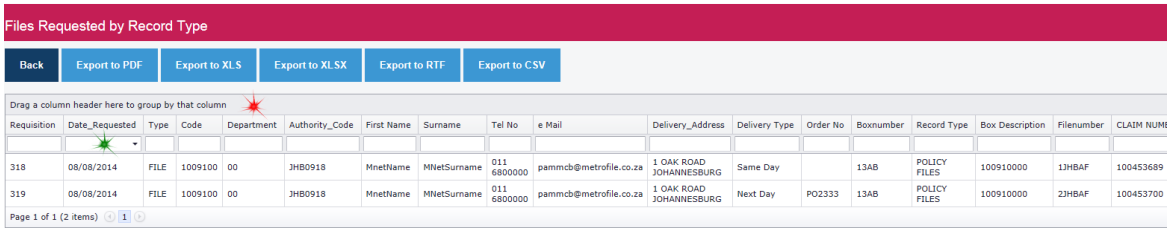
Click **Back** to return to revise criteria.

3.10.12 Files Requested by Record Type


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Select a Record Type from the drop down listing, date range must be specified, then select the **GO** button


Files Requested by Record Type
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Requisition Date_Requested Type Code Department Authority_Code First Name Surname Tel No e Mail Delivery_Address Delivery Type Order No Boxnumber Record Type Box Description Filenumber CLAIM NUM
318 08/08/2014 FILE 1009100 00 JHB0918 MnetName MNetSurname 011 6800000 pammcb@metrofile.co.za 1 OAK ROAD JOHANNESBURG Same Day 13AB POLICY FILES 100910000 1JHBAF 100453689
319 08/08/2014 FILE 1009100 00 JHB0918 MnetName MNetSurname 011 6800000 pammcb@metrofile.co.za 1 OAK ROAD JOHANNESBURG Next Day PO2333 13AB POLICY FILES 100910000 2JHBAF 100453700
Page 1 of 1 (2 items) 1

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

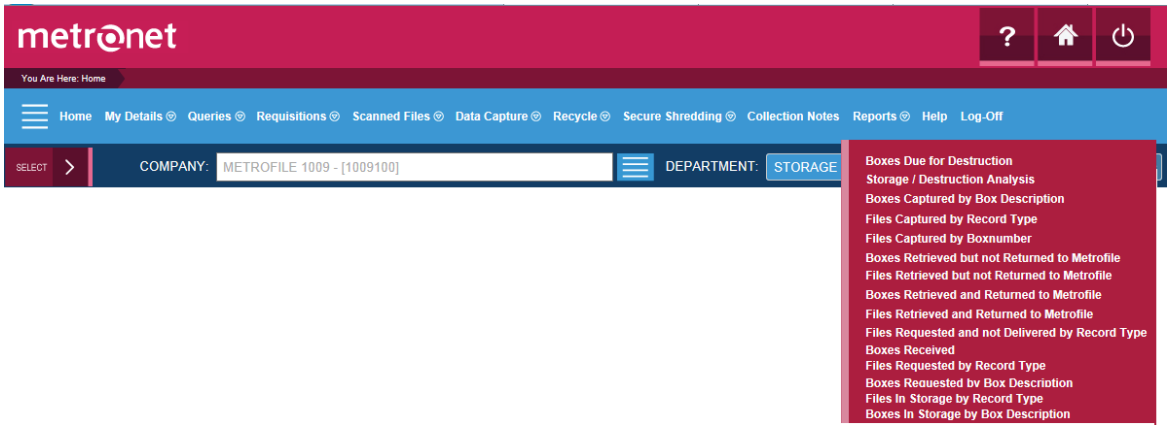
Drag a column header to group by that column to area indicated *

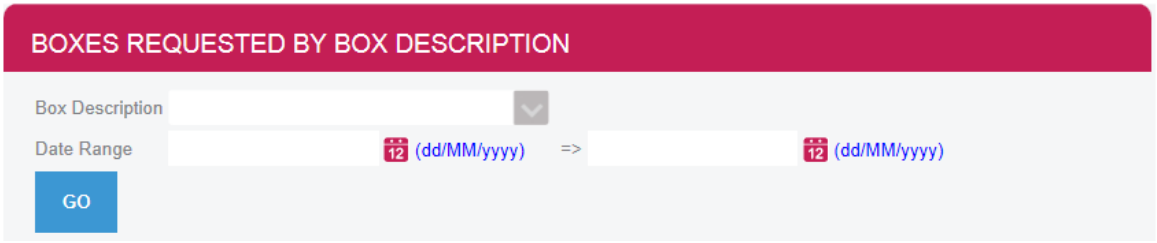
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

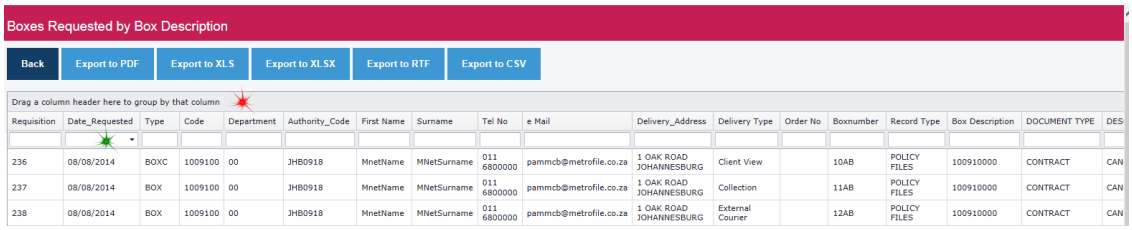
Click **Back** to return to revise criteria.

3.10.13 Boxes Requested by Box Description


metronet
You Are Here: Home
Home My Details Queries Requisitions Scanned Files Data Capture Recycle Secure Shredding Collection Notes Reports Help Log-Off
SELECT
COMPANY: METROFILE 1009 - [1009100]
DEPARTMENT: STORAGE
Boxes Due for Destruction
Storage / Destruction Analysis
Boxes Captured by Box Description
Files Captured by Record Type
Files Captured by Boxnumber
Boxes Retrieved but not Returned to Metrofile
Files Retrieved but not Returned to Metrofile
Boxes Retrieved and Returned to Metrofile
Files Retrieved and Returned to Metrofile
Files Requested and not Delivered by Record Type
Boxes Received
Files Requested by Record Type
Boxes Requested by Box Description
Files In Storage by Record Type
Boxes In Storage by Box Description



Select a Box Description from the drop down listing, date range must be specified, then select the **GO** button


Boxes Requested by Box Description
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Requisition Date_Requested Type Code Department Authority_Code First Name Surname Tel No e Mail Delivery_Address Delivery Type Order No Boxnumber Record Type Box Description DOCUMENT TYPE DES
236 08/08/2014 BOXC 1009100 00 JHB0918 MnetName MNetSurname 011 6800000 pammcb@metrofile.co.za 1 OAK ROAD JOHANNESBURG Client View 10AB POLICY FILES 100910000 CONTRACT CAN
237 08/08/2014 BOX 1009100 00 JHB0918 MnetName MNetSurname 011 6800000 pammcb@metrofile.co.za 1 OAK ROAD JOHANNESBURG Collection 11AB POLICY FILES 100910000 CONTRACT CAN
238 08/08/2014 BOX 1009100 00 JHB0918 MnetName MNetSurname 011 6800000 pammcb@metrofile.co.za 1 OAK ROAD JOHANNESBURG External Courier 12AB POLICY FILES 100910000 CONTRACT CAN

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

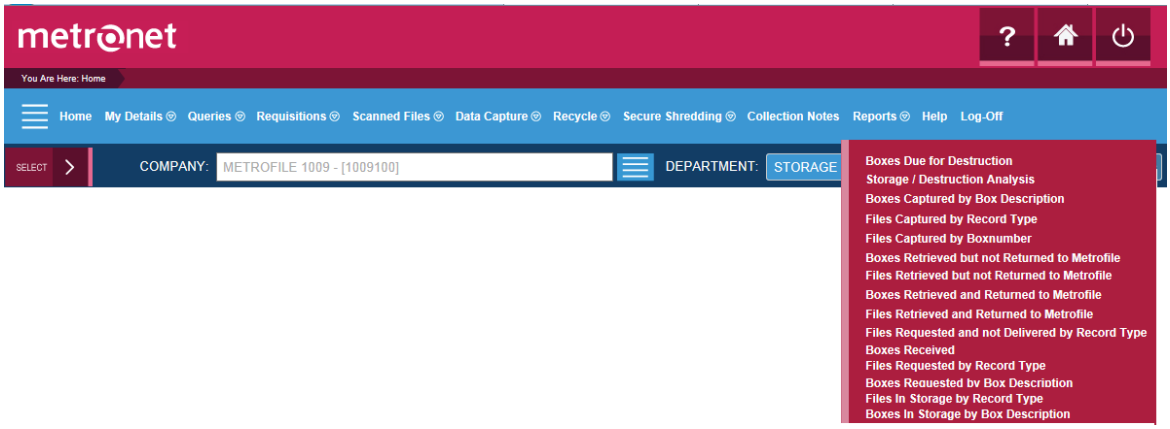
Drag a column header to group by that column to area indicated *

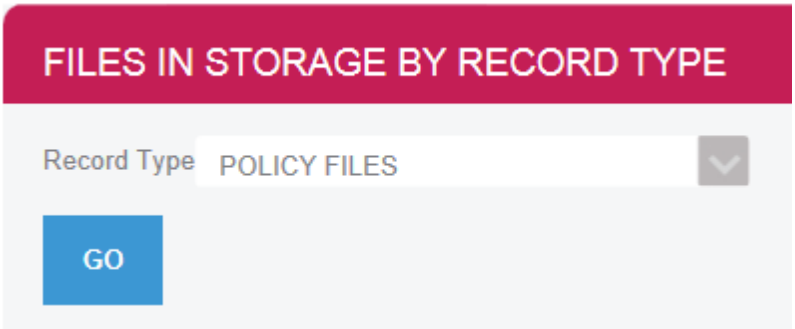
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

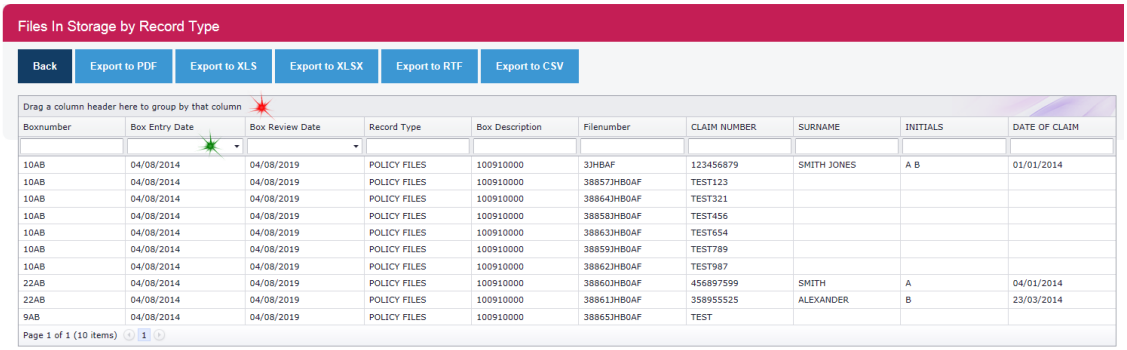
Click **Back** to return to revise criteria.

3.10.14 Files in Storage by Record Type





Select a record type from the drop down listing, then select the **GO** button


Files In Storage by Record Type
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Boxnumber
Box Entry Date
Box Review Date
Record Type
Box Description
Filenumber
CLAIM NUMBER
SURNAME
INITIALS
DATE OF CLAIM
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 3JHBAF 123456879 SMITH JONES A B 01/01/2014
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38857JHB0AF TEST123
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38864JHB0AF TEST321
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38858JHB0AF TEST456
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38863JHB0AF TEST654
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38859JHB0AF TEST789
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38862JHB0AF TEST987
22AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38860JHB0AF 456897599 SMITH A 04/01/2014
22AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38861JHB0AF 358955525 ALEXANDER B 23/03/2014
9AB 04/08/2014 04/08/2019 POLICY FILES 100910000 38865JHB0AF TEST
Page 1 of 1 (10 items)

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

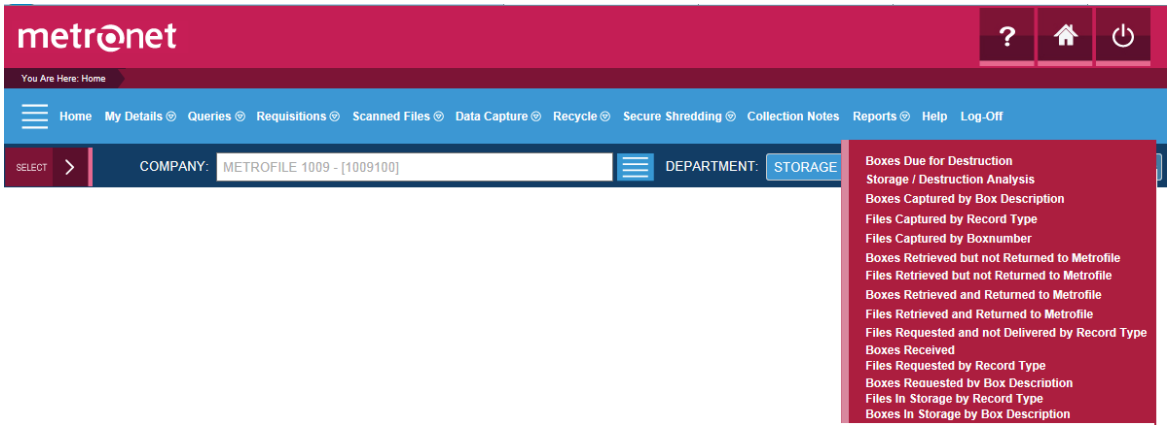
Drag a column header to group by that column to area indicated *

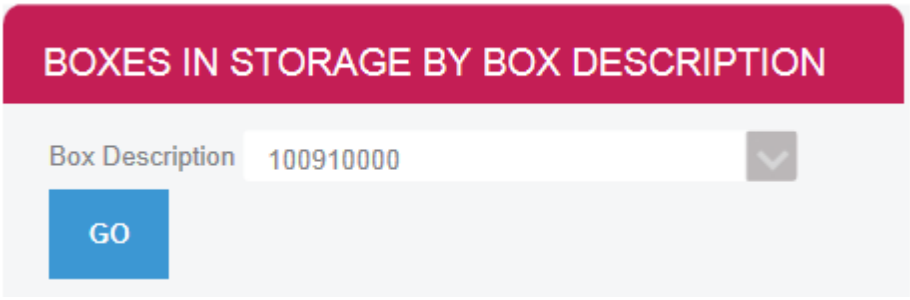
The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

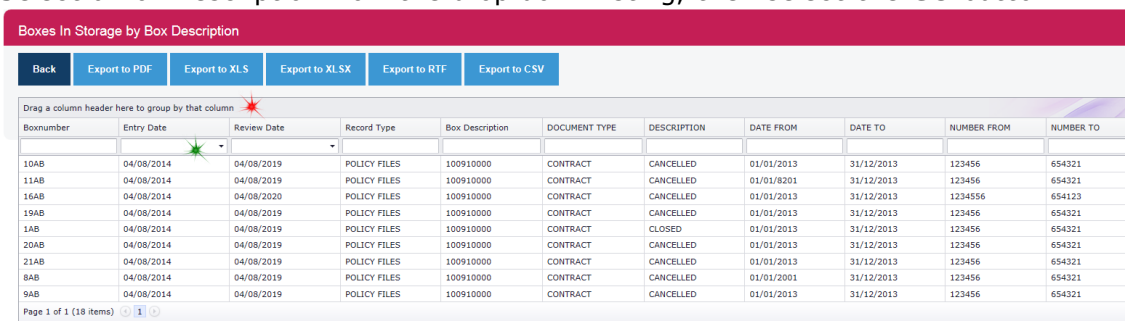
Click **Back** to return to revise criteria.

3.10.15 Boxes in Storage by Box Description





Select a Box Description from the drop down listing, then select the **GO** button.


Boxes In Storage by Box Description
Back
Export to PDF
Export to XLS
Export to XLSX
Export to RTF
Export to CSV
Drag a column header here to group by that column
Boxnumber
Entry Date
Review Date
Record Type
Box Description
DOCUMENT TYPE
DESCRIPTION
DATE FROM
DATE TO
NUMBER FROM
NUMBER TO
10AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/2013 31/12/2013 123456 654321
11AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/8201 31/12/2013 123456 654321
16AB 04/08/2014 04/08/2020 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/2013 31/12/2013 1234556 654123
19AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/2013 31/12/2013 123456 654321
1AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CLOSED 01/01/2013 31/12/2013 123456 654321
20AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/2013 31/12/2013 123456 654321
21AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/2013 31/12/2013 123456 654321
8AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/2001 31/12/2013 123456 654321
9AB 04/08/2014 04/08/2019 POLICY FILES 100910000 CONTRACT CANCELLED 01/01/2013 31/12/2013 123456 654321
Page 1 of 1 (18 items)

The results can be sorted by clicking on the column heading the following acceding and descending indicator will appear to change between options click a second time on column heading.

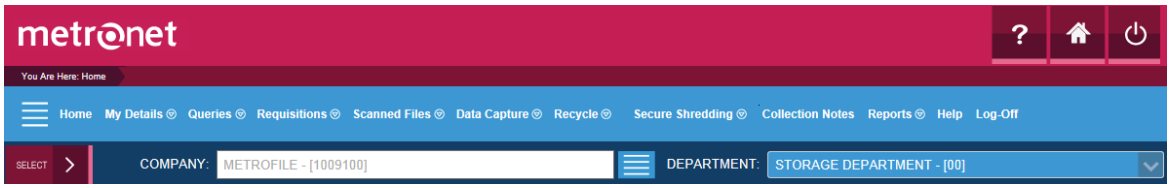
Drag a column header to group by that column to area indicated *

The results can be filtered input meta data or use calendar option where available *

The results can be exported to options **PDF,XLS,XLSX,RTF,CSV**

Click **Back** to return to revise criteria.

3.11 Log Off



Log-Off will take you out of the secured MetroNet site and back to the home page.